

August 29, 2013

TO ALL TRANSPORTATION SERVICE PROVIDERS APPROVED TO PARTICIPATE IN THE CENTRALIZED HOUSEHOLD GOODS TRAFFIC MANAGEMENT PROGRAM:

This Request for Offers (RFO) transmits the issuance of the 2013-2014 Filing Cycle Special Instructions for the filing of rates in the General Service Administration's (GSA's) Centralized Household Goods Traffic Management Program (CHAMP) specific to the Filing Cycle for the period November 1, 2013 through October 31, 2014. This RFO and Special Instructions are in accordance with the Household Goods Tender of Service (HTOS). Transportation Service Providers (TSPs) who are approved to participate in CHAMP and have agreed to abide by the terms of the HTOS, supplements thereto and reissues thereof, are eligible to file rates in accordance with this RFO and these Special Instructions.

While we strongly encourage TSPs to read the entire RFO and Special Instructions, we've highlighted below the major changes new to this RFO and Special Instructions and others that have been carried over from previous RFOs that need to be highlighted again.

Due Date: Rate offers must be submitted in accordance with this RFO and Special Instructions by the Initial Filing due date of 10:00 PM Central Standard Time, October 7, 2013 and/or the Supplemental Filing due date of 10:00 PM Central Standard Time, March 24, 2014. Rate offers received after these dates and/or not submitted in accordance with this RFO and Special Instructions will not be accepted.

Increase to Base Rate used to Calculate Fuel Surcharges: The CHAMP Inter-Agency Advisory Group voted during their August 2013 meeting that effective November 1, 2013, the previous base rate of \$2.499 used to determine when a fuel surcharge may be calculated will be increased to \$2.999. Please refer to the detailed description of the application of a fuel surcharge found towards the end of this letter.

General Valuation: Effective November 1, 2012, all shipments moved under CHAMP, unless otherwise noted, are released at \$6.00 times the net weight of the shipment in pounds applicable to both shipments in transit and storage-in-transit (SIT). While we are in the process of making the necessary updates to the HTOS, the increase in general valuation to \$6.00 times the net weight of the shipment in pounds as identified and incorporated in this RFO and Special Instructions will supersede any reference to \$5.00 in the HTOS.

Item 40, GSA01, Annual General Rate Price Adjustment: The CHAMP Inter-Agency Advisory Group voted during their August 2013 meeting that there will be **no** increase to the GSA01 Tariff for the November 1, 2013 rate offer effective date.

Addition of New Non-Alternating Standing Route Orders (SROs): One (1) new non-alternating SRO for the Department of State's Hagerstown Warehouse (DOSHW) has been added to Section 3 and Section 5. Also note several changes made to the two (2) other

non-alternating SROs for the Department of State, Domestic (DOSDD) and International (DOSDC), in Section 3 which are highlighted in blue. And as always, please review Section 3 closely for other agency specific requirements.

New International Country and City Points: Effective November 1, 2013, the United Kingdom has been added as a country and England and Scotland have been removed. TSPs with England, Scotland and/or Northern Ireland in their approved scope of operations will now be able to file for United Kingdom – All Other Points, London, Edinburgh and Northern Ireland. Please refer to Section 5-3.1.1. International Country Codes for specific filing codes.

South Sudan: Effective November 1, 2013, South Sudan has been added as a country and the update has been made to Section 5-3.1.1. International Country Codes. TSPs with Sudan in their approved scope of operations will now also be able to file for South Sudan.

Myanmar: Effective November 1, 2013, Burma has been changed to Myanmar and the update has been made to Section 5-3.1.1. International Country Codes. TSPs with Burma in their approved scope of operations will now be able to file for Myanmar.

Hawaiian Transit Times: The current HTOS does not contain transit times between Hawaii and any State, Trust Territory, or Possession of the United States (States). While we are in the process of making the necessary updates to the HTOS, by identification in this RFO and Special Instructions a transit time of 47 days will apply between Hawaii and any State, Trust Territory, or Possession of the United States (States).

Reweighing of Shipments in Excess of 18,000 Pounds: Effective August 1, 2011, a packing allowance of 2,000 pounds was added to account for the weight of packing materials. This packing allowance is only applicable if and when an employee exceeds the 18,000 pound weight entitlement. At the request of the CHAMP Inter-Agency Advisory Group, Section 2-7.15. of this RFO and Special Instructions was updated to reflect 18,000 pounds instead of 20,000 pounds that was in a previous RFO. As a result, prior to the commencement of the unloading of a shipment weighed at origin which exceeds the 18,000 pound weight allowance, the TSP shall reweigh the shipment at destination. This reweigh must take place at a supervised scale and be conducted by an authorized weigh master. The charges to the Federal agency shall be based on the lower of the two weights and copies of both sets of weight tickets shall be provided to the Federal agency prior to submitting the invoice for payment.

Change to External Crating Charge Specified in HTOS Section 12-11.B. International: While we are in the process of making the necessary updates to Section 12-11.B. of the HTOS, by identification in this RFO and Special Instructions effective November 1, 2012, external crating charges will be based on the provisions below:

HTOS, Section 12-11.B.

External shipping containers are authorized for items that will not fit into standard HHG shipping containers.

- (1) Compensation: **US\$7.00** per cubic foot, (**US\$233.85** per cubic meter) no minimum charge.

(2) Container becomes property of the Government.

Maximum Storage in Transit (SIT): In accordance with the Federal Travel Regulations (FTR) 302-7.9, effective August 1, 2011, the maximum time limit for CONUS to CONUS SIT is 150 days. For SIT with an OCONUS origin or destination, the maximum time limit remains at 180 days.

International Performance Bond: All TSPs approved to provide International General Transportation and International Move Management Services are required as part of their filings to furnish a performance bond in accordance with the HTOS (Section 2-4.8) and subject to the provisions of Section 1-4 of this RFO. The performance bond MUST clearly identify that the bond is in force for the period **November 1, 2013 through October 31, 2014**, or later. A Certification of Continuation of Bond is acceptable. **A performance bond or Certification of Continuation of Bond currently on file does not satisfy this requirement and copies will not be accepted.** TSPs filing international rate offers are also required to adhere to the performance bond provisions outlined in Section 1.4.1.3.1. Performance bonds must be submitted prior to the transmission of rate offers as the system will not validate submitted rate offers without a valid bond on file.

Domestic Industrial Funding Fee (IFF): The IFF will be 2.50% of the net shipment charges of a household goods surface shipment, to include the line-haul, accessorial, packing charges, fuel surcharges, etc. SIT fees are excluded. The method of collection will remain the same, where TSPs will continue to collect and remit the appropriate IFF to GSA based on 2.50% of the net charges. Please refer to Section 2-7.6 of this RFO for a further explanation and information on how the IFF applies on multiple element shipments.

International Industrial Funding Fee: The IFF will be 1.50% of the net shipment charges of a household goods surface shipment, to include the line-haul, accessorial, packing charges, fuel surcharges, etc. SIT fees are excluded. The method of collection will remain the same, where TSPs will continue to collect and remit the appropriate IFF to GSA based on 1.50% of the net charges. Please refer to Section 2-7.6 of this RFO for a further explanation and information on how the IFF applies on multiple element shipments.

Fuel Surcharge, Effective November 1, 2013: On the first Monday of each calendar month, the national U.S. average price per gallon of diesel fuel will be determined based on the price stated by the U.S. Department of Energy (DOE) Energy Information Administration's survey of Retail On-Highway Diesel Prices. If the first Monday of the calendar month is a Federal holiday, the price will be determined based on the stated DOE price available on the next subsequent business day. Information on the current average price of diesel fuel can be obtained at www.eia.doe.gov or (202) 586-6966. The DOE fuel price obtained will apply for shipments loaded beginning on the 15th day of the month and will remain in effect through 14th day of the following month.

The Fuel Surcharge on domestic and international shipments will be calculated based on the shipment's origin and destination, and if applicable, the distance for delivery in or delivery out of SIT, using the billable mileage as currently identified by ALK Technologies.

For international relocations, the TSP can only be compensated for a fuel surcharge on that portion of the shipment handled under traffic in the conterminous United States to the port or from the port to a point in the conterminous United States. The fuel surcharge shall be calculated in accordance with the fuel surcharge policy that became effective November 1, 2013. In the event the shipment is transported from origin to port or port to destination on an ocean line through bill of lading, the TSP is not entitled to the GSA fuel surcharge calculation and can only pass through any fuel surcharge that may be generated from the ocean line. The TSP must provide a copy of the original bill to the agency for reimbursement.

For origins and/or destinations in Canada, Rand-McNally mileage will be used in lieu of ALK Technologies. Rand-McNally will also be used for mileage between the gateways on Alaskan shipments traveling by land through Canada.

When the cost of diesel fuel exceeds **\$2.999** as identified by the DOE on the first Monday of the month, with an effective date of the 15th of the same month, the TSP may calculate a fuel surcharge based on the difference between the DOE price and the trigger price of **\$3.00**.

To determine the fuel surcharge, the TSP must divide the billable miles **by five (5)** to determine the number of gallons of fuel used. The total gallons will then be multiplied by the cost difference between the DOE price and **\$2.999**.

Example

DOE Fuel \$4.595	Miles 750
$750/5 = 150$ gallons	$\$4.595 - 2.999 = 1.59$
$\$1.59 \times 150 = \238.50	Fuel surcharge = \$238.50

To eliminate rounding issues, calculations will be truncated at 2 decimals for the gallons consumed, the difference in the cost of fuel, and the calculation of the charge. No rounding up or down will take place.

Gallons Consumed

1187 miles	$1187/5 = 237.40$
1283 miles	$1283/5 = 256.60$

Fuel Cost

DOE price \$4.711	$\$4.711 - \$2.999 = \$1.712$	\$1.71 will be used
DOE price \$4.686	$\$4.686 - \$2.999 = \$1.687$	\$1.68 will be used

Calculation

$$\$1.71 \times 237.40 = \$405.954$$

\$405.95 will be used

$$\$1.68 \times 256.60 = \$431.088$$

\$431.08 will be used

POV Fuel Surcharge: If the POV is transported on the same truck with the household goods, the TSP is not entitled to charge a separate fuel surcharge for the POV. If the POV is not going to be transported with the household goods, then prior to the commencement of loading the TSP must notify the Federal agency and receive written approval for the alternate mode and identify that a surcharge maybe required. If the POV is transported via a car hauler and the car hauler charges a fuel surcharge, that surcharge can be passed through to the Federal agency as a separate line item. The TSP must provide a copy of the original bill to the agency for reimbursement. If the POV is transported via a separate household goods trailer, the TSP may calculate a surcharge using the standard fuel surcharge calculation that went into effect November 1, 2013.

Fuel Surcharge for Unaccompanied Air Baggage (UAB) Shipments: A TSP may charge as a separate line item a fuel surcharge for UAB shipments. TSPs must provide a copy of the original airway bill to the agency for reimbursement. Any excessive costs charged by foreign or overseas air carriers will be negotiated and paid at the discretion of the agency. There is no fuel surcharge calculation for land transportation for UAB. Please refer to Section 3 for Department of State requirements.

Fuel Surcharge on Domestic SIT: Calculation of the fuel surcharge for SIT will take place in the same manner as the fuel surcharge that went into effect November 1, 2013. At billing, the TSP will need to provide documentation of the distance between the SIT facility and the shipment origin (for SIT at origin) or the distance between the SIT facility and the shipment destination (for SIT at destination), using the billable mileage as currently identified by ALK Technologies and the applicable RFO and Special Instructions. The TSP must also provide documentation identifying the date of the pickup to SIT or delivery out of SIT.

Bunker Fuel Surcharges: A TSP may charge as a separate line item a fuel surcharge for bunker charges on International shipments and/or Alaskan water charges. The TSP must provide a copy of the original bill to the agency for reimbursement. Please refer to Section 3 for Department of State requirements.

Snow Removal Clarification: Unless it is for TSP convenience, snow removal is the responsibility of the relocating employee. If a TSP runs in to issues with this, they are to immediately contact the federal agency's Responsible Transportation Officer.

Submission of Rate Offers: All rate offers in the Transportation Management Services Solutions (TMSS) system automatically expire on October 31, 2013. If a TSP does not want to make any changes to their currently filed rate offers, but wants them to become effective again on November 1, 2013, the TSP must go in to TMSS and "carry over" their rates as identified in #1 below. If a TSP does not "carry over" existing rates or does not upload new rate offers during the initial filing window, any rate offers currently in TMSS will be deleted

from TMSS effective November 1, 2013. Rate offers effective during the supplemental filing period of May 1, 2014 do not require a change; however, TSPs have the option to modify existing rates or add rates during the supplemental filing window.

TSPs have four (4) different options when filing rate offers:

1. Utilize the rate filing capabilities in TMSS:
 - TSPs must have access to the “HHG Rate Filing” module within TMSS. A firm’s TMSS Group Administrator can give access to this module. Once the “HHG Rate Filing” module has been accessed, a continuation of existing rates button will be displayed as a pop-up screen. The message will prompt the TSP to either accept or reject all rate offers to be carried over to the next rate filing cycle;
 - If a TSP accepts the continuance of rate offers, TMSS will display a statement that all rates will be copied over during the nightly batch process. TMSS will also display a message to the TSP identifying the number of records that were carried over;
 - If a TSP wishes to change an existing rate or add a new rate after submitting the request to carry over all current rates, the TSP may go into the “HHG Rate Filing” module the **following day** and do so; and
 - If a TSP rejects the continuance of rate offers, the rate filing module screens will be displayed so that the TSP may begin the rate filing process.
2. Utilize the Format and Electronic Submission instructions found in Sections 6 and 7 of this RFO.
3. Utilize the “HHG Spreadsheet” from the TMSS Main page. This spreadsheet will allow for the download of a copy of the existing rate offers. TSPs may then make additions and/or deletions prior to re-uploading it for validation and acceptance. For instructions on how to use this spreadsheet, please contact one of the points of contact at the end of this letter.
4. Utilize the services of a Rate Filing Service Provider (RFSP).

Any questions or comments may be directed to Robyn Bennett at robyn.bennett@gsa.gov or (816) 823-3644 or Kim Chancellor at kim.chancellor@gsa.gov or (816) 823-3650.

Sincerely,

/s/ Robyn L. Bennett

Robyn L. Bennett
Lead Traffic Management Specialist
Relocation Services Branch (QMCCB)
Center for Transportation Management

SECTION 1 SPECIAL INSTRUCTIONS

1-1. General.

The following Filing Cycle Special Instructions (SI) of the General Services Administration (GSA's) 2013-2014 Request for Offers (RFO) are provided in addition to the instructions set out in the Household Goods Tender of Service (HTOS), supplements thereto and reissues thereof. By submission of a rate offer(s) electronically, the submitting Transportation Service Provider (TSP) agrees to the following terms and conditions.

1-1.1. Terms/Conditions for Bills of Lading Issued for Government Shipments.

Per this RFO, all Government shipments handled pursuant to the HTOS will be subject to the terms/conditions of 41 CFR 102-117 and 102-118.

1-1.2. Application of the Household Goods Tender of Service.

Except as otherwise provided hereafter, all provisions of the HTOS apply to this rate solicitation unless otherwise identified herein.

1-1.3. Effective Period.

Except as otherwise provided herein, rate offers made in response to this RFO will be for the period November 1, 2013 through October 31, 2014.

1-1.4. Eligibility to File.

All TSPs approved to participate in the GSA's Centralized Household Goods Traffic Management Program (CHAMP) for either the Domestic and/or the International program(s) prior to the Initial Filing period due date as required in Section 1-1.6.1 have the option to submit a rate offer(s) in response to this RFO.

1-1.5. Electronic Transmission.

All submissions of rate offers must be accomplished via the Internet utilizing the "HHG Rate Filing" module within the Transportation Management Services Solution (TMSS). When using the "HHG Rate Filing" module, TSPs can either utilize the rate filing screens to create/add/delete rate offers or they can "upload" manually created rate offers.

1-1.6. Filing Period.

1-1.6.1. Initial Filing.

Only those TSPs approved to participate in CHAMP may submit rate offers in accordance with this RFO. Rate offers are due by 10:00 P.M. Central Standard Time, October 7, 2013 and will be reviewed and processed in accordance with Section 1-2.

1-1.6.2. New Filings.

New TSPs receiving permanent approval and who have not previously been part of CHAMP may submit a rate offer(s) in response to this RFO any time after permanent approval has been granted. Rate offers are due by 10:00 P.M. Central Standard Time, October 7, 2013 and will be reviewed and processed in accordance with Section 1-2.

1-1.6.3. Late Filings.

Rate offers not responding to this RFO as required in Section 1-1.6.1, Initial Filing, may submit a rate offer(s) in response to this RFO during the Supplemental Filing identified in Section 1-2. Rate offers are due by 10:00 P.M. Central Standard Time, March 24, 2014 and will be reviewed and processed in accordance with Section 1-2.

1-1.6.4. Supplemental Filings.

The supplemental filing allows a TSP to review and process any changes to its originally accepted rate offer(s) and for the submission of new and late filings as defined in Section 1-1.6. Supplemental rate offers must be submitted in accordance with this RFO and are due by 10:00 P.M. Central Standard Time, March 24, 2014 and will be reviewed and processed in accordance with Section 1-2.

1-1.7. Re-Filings of Filing Deficiencies.

1-1.7.1. Non-Rate Related Technical Deficiencies.

TSP rate offers received between August 29, 2013 and October 7, 2013 or February 10, 2014 and March 24, 2014 which do not meet documentation requirements as stated in Section 1-4 will be considered unacceptable, rate offers will not be included in the database, and the TSP will be notified by email in accordance with Section 1-3 for correction. Corrected documentation must be re-submitted by 10:00 pm CST on the rate filing closing date of October 7, 2013 or March 24, 2014. In those instances where corrections are not received by 10:00 pm CST on the rate filing closing date of October 7, 2013 or March 24, 2014, rate offers will be considered unacceptable and TSPs will not be allowed to re-file until the next Supplemental Filing period or until a new RFO is distributed, whichever comes first. All corrected rate offers received by 10:00 pm CST on the rate filing closing date of October 7, 2013 or March 24, 2014 will be entered into the database in accordance with Section 1-2.

1-1.7.2. Rate Filing Deficiencies.

TSP rate offers received between August 29, 2013 and October 7, 2013 or February 10, 2014 and March 24, 2014 which do not meet the rate filing requirements as stated in this RFO will be considered unacceptable, rate offers will not be included in the database, and the TSP or Rate Filing Service Provider (RFSP) will be notified by email in accordance with Section 1-3 for clarification and/or correction of rate offers. Corrections of deficiencies must be resubmitted by 10:00 pm CST on the rate filing closing date of October 7, 2013 or March 24, 2014. In those instances where corrections are not received by 10:00 pm CST on the rate filing closing dates, rate offers will be considered unacceptable and the TSP will not be allowed to re-file until the next Supplemental Filing period or until a new RFO is distributed, whichever comes first. All corrected rate offers received by 10:00pm CST on the closing dates will be entered into the database in accordance with RFO Section 1-2. **Electronic rate offers and error corrections will be accepted into the system, pending any errors, through the closing time of 10:00 pm CST on October 7, 2013 or March 24, 2014. A TSP or RFSP which submits a file for the last rate offer(s) validation at 10:00 pm CST on the closing day of October 7, 2013 or March 24, 2014 will not have an opportunity to correct any errors detected in that file after the closing time.**

1-1.7.3. Suspect Rate Offers.

TSP rate offers received between August 29, 2013 and October 7, 2013 or February 10, 2014 and March 24, 2014 with suspect rate offers (i.e. discounts that are considered to be in error; for example; 60% or greater discount offered for a domestic shipment) will be included in the database and identified as a "suspect record". TSPs and/or RFSPs will be notified by email in accordance with Section 1-3 for clarification and/or correction of suspect offers. Corrections of suspect records must be resubmitted by 10:00 pm CST on the closing date of October 7, 2013 or March 24, 2014. In those instances where corrections are not received by 10:00 pm CST on the rate filing closing date of October 7, 2013 or March 24, 2014, suspect rate offers will be considered acceptable and the TSP will not be allowed to re-file until the next Supplemental Filing period or until a new RFO is distributed, whichever comes first. All corrected rate offers received by 10:00 pm CST on the rate filing closing date of October 7, 2013 or March 24, 2014 will be entered into the database in accordance with Section 1-2.

1-1.7.4. Rate Filing Service Provider (RFSP).

If a TSP's rate offer is submitted in accordance with this RFO by a RFSP, the RFSP will be notified of the deficiencies and suspect rate offers and **not** the TSP. The RFSP will be notified by email in accordance with Section 1-3 for correction. Corrected rate offers must be resubmitted by 10:00 pm CST on the rate filing closing date of October 7, 2013 or March 24, 2014. In those instances where corrections are not received by 10:00 pm CST on the rate filing closing date of October 7, 2013 or March 24, 2014, rate offers will be considered unacceptable and TSPs will not be allowed to re-file until the next Supplemental Filing period or until a new RFO is distributed, whichever comes first. All corrected rate offers received by 10:00 pm CST on the rate filing closing date of October 7, 2013 or March 24, 2014 will be entered into the database in accordance with Section 1-2.

1-1.8. Letter of Intent Certification.

By the submission of a rate offer to GSA in accordance with this RFO, the submitting TSP certifies that: "I have read and will comply with all the provisions contained in this RFO and its

Special Instructions dated August 29, 2013, as well as any supplements, changes, and/or reissues thereto and the GSA Household Goods Tender of Service (HTOS) dated August 2010, with an effective date of November 1, 2010, as well as any supplements, changes, and/or reissues thereto and subsequent amendments. I further certify that the company for which rate offers have been submitted has the operating authority and insurance as required in RFO Section 1-4.1.”

1-2. Accepted/Effective Date.

Rate offers will be accepted and entered into the computer database on the date indicated in Section 1-2.5 or the first working day of the month, whichever occurs first.

1-2.1. Initial Filings.

Initial Filings allowable under RFO Section 1-1.6.1 will be processed in accordance with Section 1-2.5, below, except in those instances of resubmission of filing deficiencies as identified in Section 1-1.7.

1-2.2. New Filings.

New filings allowable under RFO Section 1-1.6.2, will be processed in accordance with Section 1-2.5, below, except in those instances of resubmission of filing deficiencies as identified in Section 1-1.7.

1-2.3. Late Filings.

Late filings of otherwise acceptable offers allowable under the limited terms specified in Section 1-1.6.3, will be processed in accordance with Section 1-2.5, below, except in those instances of resubmission of filing deficiencies as identified in Section 1-1.7.

1-2.4. Supplemental Filings.

Supplements to accepted rate offers allowable under the limited terms specified in Section 1-1.6.4 will be processed in accordance with Section 1-2.5, below, except in those instances of resubmission of filing deficiencies as identified in Section 1-1.7.

1-2.5. Schedule of Accepted Effective Dates.

	INITIAL FILINGS	NEW FILINGS	LATE FILINGS	SUPPLEMENTAL FILINGS
Date Received By	8-29-13 thru 10-7-13	8-29-13 thru 10-7-13	2-10-14 thru 3-24-14	2-10-14 thru 3-24-14
Computer Entry Date	11-01-2013 or before	11-01-2013 or before	5-01-2014 or before	5-01-2014 or before
Accepted/Effective Date	11-01-2013	11-01-2013	5-01-2014	5-01-2014

1-3. TSP Notifications.

1-3.1. Domestic Rate Filings.

For rate offers submitted via the “Upload Rate File” function of TMSS, the submitting TSP or RFSP will receive a summary from GSA stating the total number of records processed, number of records rejected, and the number of records accepted. This notification will be by email.

1-3.2. International Rate Filings.

For rate offers submitted via the “Upload Rate File function of TMSS, the submitting TSP or RFSP will receive a summary from GSA stating the total number of records processed, number of records rejected, and the number of records accepted. This notification will be by email.

1-4. Documentation Requirements.

The following documentation is required to be on file with the PMO prior to the acceptance of a TSP’s rate offer, but no later than Section 1-2.5, Schedule of Accepted Rates, Date Received By. In the absence of any one or all required documents, the TSP’s rate offer(s) will not be

accepted by the database. This provision will apply with respect to any deficiency noted on documents, however, that for the purposes of this item, any reference to non-rate related deficiencies shall be construed as a documentation deficiency and Section 1-1.7.1 will apply. In those instances where corrections are not received in accordance with Section 1-1.7.1, rate offers will be considered unacceptable and TSPs will not be allowed to re-file until the next Supplemental Filing period or until a new RFO is distributed, whichever comes first. TSPs and RFSPs may continue submitting corrections until all errors are corrected or until the rate filing closing date. Rate offer files and error corrections submitted on the rate filing closing date will be accepted into the system, pending any errors. A TSP or RFSP will not have an opportunity to correct any errors detected in a file submitted on the rate filing closing date after the final validation.

1-4.1. TSPs Providing General Transportation and Move Management Services.

1-4.1.1. Trading Partner Agreement.

All TSPs approved to provide General Transportation Services and Move Management Services (MMS) are required as part of its filing to have on file with the PMO a signed Trading Partner Agreement (TPA). In the absence of a TPA, the TSP's rate filing will be subject to the provision in RFO Section 1-4, above. **A TPA CURRENTLY ON FILE SATISFIES THIS REQUIREMENT.**

1-4.1.2. Certificate of Insurance.

By the submission of a rate offer to the GSA PMO in accordance with this RFO, the TSP certifies that it will maintain cargo liability insurance meeting the HTOS 2.4.7 requirements during the period of its accepted rate filing. GSA reserves the right to request from the TSP at any time a Certificate of Insurance evidencing the maintenance of such cargo liability during the filing cycle.

1-4.1.3. Performance Bond - International Only.

All TSPs approved to provide International General Transportation Services and International Move Management Services (MMS) are required as part of its filing to furnish a performance bond, in accordance with the HTOS 2-4.8, and subject to the provisions of Section 1-4.1.3.1. The performance bond **MUST** clearly identify that the bond is in force for the period November 1, 2013 through October 31, 2014, or later. A Certification of Continuation of Bond is acceptable. **A PERFORMANCE BOND OR CERTIFICATION OF CONTINUATION OF BOND CURRENTLY ON FILE DOES NOT SATISFY THIS REQUIREMENT AND COPIES WILL NOT BE ACCEPTED.**

1-4.1.3.1. Addendum to the Performance Bond - International Only.

All TSPs approved to provide International General Transportation Services and International Move Management Services are required as part of its filing to furnish a performance bond to the PMO in the amount of \$75,000. By the submission of an international rate offer to the GSA in accordance with this request, the TSP certifies that it will comply with the following performance bond specifications: THE CONDITIONS OF THIS OBLIGATION ARE SUCH, that the Principal will enter into bill of lading contracts with the Government from time-to-time during the effective period of this bond, for furnishing supplies or services to the Government, that the Government is represented by the department or agencies shown above, and that, based upon the Principal's desires, all such contracts will be covered by one bond, instead of by a separate performance for each contract. This performance bond serves to protect the Government in the event the carrier to whom the actual bill of lading contract is issued fails to effect delivery of the shipment set forth on the bill of lading. By this performance bond, the Surety(ies) underwrites and assumes the Principal's liability to the Government for excess procurement costs when, due to the Principal's failure to complete delivery of a shipment, the Federal civilian agency named in the bill of lading deems it necessary to procure transportation services from an alternate carrier. The Government shall be sole beneficiary of this bond in the event the Principal defaults and is unable to perform for whatever reason, including that of filing a petition in bankruptcy or an involuntary bankruptcy. **THIS BOND WILL BE CONTINUOUS**, and may be canceled at any time by the Surety(ies) upon thirty (30) days written notice to the General Services Administration, Centralized Household Goods Traffic Management Program, Transportation Management Branch (QMCCB), 1500 East Bannister Road, Building 6, Kansas

City, Missouri 64131, representing the Government. Termination under this provision shall not effect or relieve the Surety(ies) of any obligation or liability that may have occurred prior to such termination. The time for commencing collection of monies owed the Government arising under the carrier's contracts with the Government is determined by: Title 28, United States Code, Section 2416; Title 31, United States Code, Section 3716; Title 31, United States Code, Section 3726; and Title 49, United States Code, Section 11706. IN WITNESS WHEREOF, the Principal and Surety(ies) have executed this performance bond and have affixed their seals on the date set forth above.

NOTE 1: The word "contracts" as used herein means agreements for transportation and services as provided in applicable bills of lading, associated tenders of service, rate tenders and tariffs, and the General Services Administration, Centralized Household Goods Traffic Management Program International Government Bill of Lading Rate Solicitation.

NOTE 2: The word "services" as used herein means all transportation and related services required to be performed in accordance with the applicable contract as defined above.

1-4.2. Submission To.

All required documents must be submitted as originals with original signatures to the address specified in RFO Section 1-6.

1-4.3. Place of Receipt.

Receipt of documentation requirements by any other office of GSA or by a RFSP shall not be construed as receipt by the office specified in Section 1-6.

1-4.4. Time of Submission.

The TPA and Performance Bond must be submitted in accordance with Section 1-4. These provisions will apply with respect to deficiencies in any of these documents; provided, however, that for the purposes of this item any reference to rate related deficiencies in Section 1-1.7.1.

1-5. TSP Certification Statement.

TSP certification of eligibility for the award of contracts for transportation.

(A) By submission of a rate offer electronically, the submitting TSP certifies that:

(1) Neither the TSP, nor any of its subsidiaries, officers, directors, principal owners, or principal employees is currently suspended, debarred, or in receipt of a notice of proposed debarment from any Federal agency as a result of civil judgment or criminal conviction or for any cause from GSA, or has been placed in temporary nonuse status by GSA for the routes covered by this tender as of the date that this rate tender is offered.

(2) The TSP is not a corporation, partnership, sole proprietorship or any other business entity which has been formed or organized following the suspension or debarment of, a subsidiary, officer, director, principal owner, or principal employee thereof (or from such an entity formed after receipt of a notice of proposed debarment).

(B) The following definitions are applicable to this certification:

(1) A subsidiary is a business entity whose management decisions are influenced by the TSP through legal or equitable ownership of a controlling interest in the firm's stock, assets, or otherwise.

(2) A principal owner is an individual or company, which owns a controlling interest in the TSP's stock, or an individual who can control, or substantially influence, the TSP's management, through the ownership interest of family members of close associates.

(3) A principal employee is a person(s) acting in a managerial or supervisory capacity (including consultants and business advisors) who is able to direct, or substantially influence, the carrier's performance of its obligations under its contracts for transportation with the Federal Government.

(C) The knowledge of the person who executes this certification is not required to exceed the knowledge which that person can reasonably be expected to possess, following inquiry, regarding the suspended or debarred status of the parties defined in (B) above.

(D) THE TSP HAS A CONTINUING OBLIGATION TO INFORM THE GSA OFFICE TO WHICH THIS RATE TENDER IS SUBMITTED OF ANY CHANGE IN CIRCUMSTANCES WHICH

RESULTS IN ITS INELIGIBILITY FOR THE RECEIPT OF CONTRACTS FOR
TRANSPORTATION.

(E) An erroneous certification of eligibility or failure to notify the GSA transportation zone office receiving this tender of a change in eligibility may result in a recommendation for administrative action against the carrier. Additionally, false statements to an agency of the Federal Government are subject to criminal prosecution pursuant to 18 USC 1001, as well as possible civil penalties.

1-6. Contact

Centralized Household Goods Traffic Management (CHAMP)
Program Management Office (PMO) in Kansas City, MO

General Services Administration
Relocation Services Branch (QMCCB)
1500 East Bannister Road
Building 6
Kansas City, MO 64131

Robyn Bennett, robyn.bennett@gsa.gov

(816) 823-3644 or FAX (816) 823-3656

OR

Kim Chancellor, kim.chancellor@gsa.gov

(816) 823-3650 or FAX (816) 823-3656

SECTION 2 REQUEST FOR OFFERS

2-1. Application of HTOS.

This Request for Offers (RFO) and any resulting rate offer(s) is subject to the provisions of the General Services Administration's (GSA's) Household Goods Tender of Service (HTOS), dated August 2010, with an effective date of November 1, 2010, supplements thereto and reissues thereof.

2-2. Federal Agency Authorized to Use.

2-2.1. Application.

This RFO and any resulting rate offers are for the account of the U.S. Government and authorized cost reimbursable contractors, except when the relocation involves uniformed personnel of the Department of Defense, its contractors and uniformed personnel of the U.S. Coast Guard or Public Health Service.

2-2.2. Exception (Reserved).

2-3. Contracts.

The rates and charges offered and accepted pursuant to this RFO are applicable to shipments routed pursuant to any formal contract providing for MMS awarded by GSA or a Federal Civilian, non-DOD agency to the extent provided in the contract. Section 2-7.6, Industrial Funding Fee (IFF) of this RFO applies to such shipments.

2-4. Definitions.

2-4.1. Household Goods Tender of Service (HTOS).

The Household Goods Tender of Service (HTOS) dated August 2010, with an effective date of November 1, 2010, is available on GSA's website at www.gsa.gov/transportation.

2-4.2. GSA 01 Tariff

This is the term applied to the source document for the filing of rate offers under this RFO. The terms GSA-01 and GRT may be used interchangeably throughout this RFO.

2-4.3. Domestic Transportation.

This is the term applied to the movement of the household goods (HHG) of relocating Government employees within the conterminous United States, including Alaska and Canada.

2-4.4. International Transportation.

This is the term applied to door-to-door container movement of HHG in lift vans between the conterminous United States (including Alaska and Canada) and an international country or off-shore location, or between two international countries or off-shore locations in lift vans. A TSP provides complete through service from origin residence to destination residence by surface ocean means.

2-4.5. General Transportation Services.

This is the term applied to transportation and accessorial services normally associated with a HHG move, such as set out in interstate and intrastate tariffs or the HTOS.

2-4.6. Move Management Services (MMS).

This is the term applied to a MMS Provider's arrangement, coordination, and monitoring of each relocating employee's HHG move, from initial notification of shipment booking through delivery at destination. Services as identified in Section 2-6 will be provided within a TSP's approved scope of operations. No brokering of shipments will be allowed.

2-4.7. Transportation Service Provider (TSP).

This term applies to any participating TSP or forwarder that is approved in the Centralized Household Goods Traffic Management Program (CHAMP), Domestic and/or International, to provide General Transportation Services or MMS.

2-4.8. Special Agency Provisions.

Special agency provisions cited in this RFO are defined as specific terms and conditions applicable to a particular Federal department or agency.

2-4.9. Responsible Transportation Officer (RTO).

This term applies to the individual within the shipping or receiving Federal agency responsible for personal property traffic management functions.

2-4.10. Government Rate Tender (GRT)

This is the term applied to the GSA Government Rate Tariff GSA-01, supplements thereto and reissues thereof.

2-4.11. Unaccompanied Air Baggage (UAB).

This term applies to necessary personal items that are taken to a relocating employee's new duty station before their shipment of household goods arrives. The determination of items considered as UAB is at the discretion of each Federal Agency. UAB shipments will be post audited based on the following formula: dimension of container divided by 166 (converts to volume kilogram) x 0.4536 x base line rate x TSP percentage. Volume weight is defined as the length times the width times the height (in inches), divided by 166 and multiplied by 0.4536. Where gross weight exceeds volume weight, the TSP must charge for gross weight.

2-4.12. DUNS Number.

This term applies to a Data Universal Number System. DUNS numbers are issued by Dun & Bradstreet and consist of nine digits.

2-5. Filing Possibilities.

2-5.1. Filing Instructions.

Instructions for the submission of rate offers are set out in Section 6 and Section 7.

2-5.2. General Government Rates or Charges.

TSPs submitting rate offers pursuant to this RFO may file rate offers that apply to all Federal agencies. The term *general government* will be used to describe such rate offers. Rate offers submitted may be for the TSP's full scope of operation or any part thereof.

2-5.3. Agency Specific Rates or Charges.

TSPs submitting rate offers pursuant to this RFO may file rate offers that apply to a specific Federal agency as defined in Section 3 and Section 5. The term *agency specific* will be used to describe such rate offers. Rate offers submitted may be for the TSP's full scope of operation or any part thereof.

2-5.3.1. Application of Rates.

Agency specific rate offers will apply only to shipments for which the specific agency/location identified in Section 3 and Section 5, issues the Government Bill of Lading (GBL)/Commercial Bill of Lading (CBL).

2-5.4. Combination of General Government and Agency Specific.

TSPs submitting rate offers pursuant to this RFO may file rate offers that apply for both general government and agency specific. If the TSP files both general government and agency specific rate offers, the TSP may base its submission on any part or parts of its approved scope of operation without regard to consistency between general government and agency specific. For example, a TSP with an approved scope of operation of all domestic service areas may offer general government rates and charges between all domestic service areas, but offer agency specific rates and charges between only two (2) service areas for Federal Agency X, while offering agency specific rates and charges between four (4) different service areas for Federal Agency Y.

2-5.5. Alternating Agency Specific Rate Offers.

TSPs may file alternating, agency specific rate offers as identified in Section 5-1. Alternating rate offers will apply specifically to those Federal agencies/locations identified in Section 5-1 and may alternate with any other accepted rate offer.

2-5.6. Non-Alternating Agency Specific Rate Offers.

TSPs may file non-alternating, agency specific rate offers as identified in Section 3 and Section 5-1. Non-alternating rate offers will apply specifically to those Federal agencies/locations identified in Section 3 and Section 5-1 and will not alternate with any other accepted rate offer.

2-5.7. Move Management Rate Offers.

TSPs submitting rate offers pursuant to this RFO may file rate offers for move management services that apply to all Federal agencies. The term *move management services (MMS)* will be used to describe such rate offers. Rate offers submitted may be for the TSP's full scope of operation or any part thereof.

2-6. Move Management Services (MMS).

2-6.1. Performance of Services.

The MMS Provider or TSP will provide the MMS outlined in Section 2-6 in conjunction with transportation services. The MMS Provider must comply with service, delivery timeframe, billing, reporting, and liability requirements set out in the HTOS, as applicable, together with all other requirements set out therein, except to the extent waived by the Responsible Transportation Officer (RTO) as defined in the HTOS.

2-6.2. Memorandum of Agreement (MOA).

The MMS Provider and the shipping agency must enter into a written MOA setting out the terms and conditions of the MMS Provider requirements as identified in Section 2-6. In those instances when the shipping agency requests GBL/CBL preparation and maintenance under Section 2-6.6.3, the MOA should contain at a minimum, specific instructions on GBL/CBL preparation and maintenance including instructions to complete each block of the GBL/CBL. If requested by the MMS Provider and/or shipping agency, the GSA PMO identified in Section 1-6 will review the agreed-to MOA.

2-6.3. Performance as TSP.

The MMS Provider may file rate offers within its current approved scope of operations, will be subject to the Customer Satisfaction Index (CSI) rating system, and must comply with the requirements for paying GSA its IFF specified in Section 2-7.6.

2-6.4. Commissions.

An MMS Provider may not charge a commission to a TSP or forwarder to which it tenders a HHG shipment.

2.6.5. Required Services.

2-6.5.1. General.

The MMS Provider must arrange, coordinate, and monitor each relocating employee's HHG move from initial notification of the move by the shipping agency through completion of all move-related transactions required under this Section 2-6.5. A HHG move within the conterminous United States (CONUS) (as defined in Section 5-2) is defined as a basic move consisting of one shipment of HHG and personal effects and, when specifically authorized by the shipping agency, shipment of one or more privately owned vehicles (POV's). A HHG move to/from an international location (as defined in Section 5-3) is defined as a basic move consisting of one surface shipment of HHG and personal effects and, when specifically authorized by the shipping agency, one or more unaccompanied baggage shipments and shipment of one or more POV's. Multiple origins and/or destinations may be involved for both CONUS and international shipments. Following are the services the MMS Provider must provide:

2-6.5.2. TSP Selection.

The employing agency may select the TSP to move the relocating employee's HHG or may delegate this responsibility to the MMS Provider in which case the agency will furnish the MMS Provider with TSP selection criteria. Any TSP selected to move a Federal civilian, non-DOD employee's HHG must be approved in CHAMP. The MMS Provider must be capable of accessing the GSA Transportation Management Services Solution System (TMSS) to obtain query information for use in selecting a TSP to transport a shipment when requested by the employing agency.

2-6.5.3. Shipment Booking.

The MMS Provider must schedule the move with the selected TSP; order a pre-move survey; and identify and obtain written authorization from the Federal agency (RTO) authorizing the move for storage-in-transit (SIT) or any special service (e.g., shuttle service, special crating, third party servicing, elevator charges, long carry, and/or stair carry). The MMS Provider must indicate in writing all services authorized and identify those that will be paid as an entitlement of the employee, those that will be advanced but charged back to the employee, and any service the employee requests that may not be authorized on the GBL/CBL. The Provider must inform the employee prior to service performance of any service that will be advanced but charged back to the employee. The Provider may develop a generic form for the purpose of this item. Any service shown on a generic form that is not applicable to a particular shipment must be "crossed out"

or marked "none" or "not applicable" prior to submitting the form to the RTO for written authorization/approval.

2-6.5.4. Ensuring TSP Performance.

Notwithstanding the provisions of Section 2-6.6, "Origin and Destination On-Site Quality Control", the MMS Provider must ensure that transportation services furnished are in accordance with provisions of the HTOS. The MMS Provider must take any action deemed necessary and appropriate to protect the interests of the shipping agency, ensure proper TSP performance, and protect the real and personal property of the relocating employee. In the event the MMS Provider's failure to direct performance in accordance with this Section causes damage to the shipping agency or relocating employee, other than damage to HHG, the MMS Provider is liable to the shipping agency and/or the relocating employee for such damages.

2-6.5.5 Arranging Storage in Transit (SIT).

If a Federal agency authorizes SIT, the MMS Provider must arrange storage in accordance with the GSA HTOS. The MMS Provider must notify the employee of the authorized SIT duration and location and provide the employee SIT-Provider contact information within five (5) calendar days after delivery into SIT.

2-6.5.5.1. Monitoring Shipments in SIT.

The MMS Provider must monitor shipments in SIT and provide a written request for disposition instructions from the employee or shipping agency destination facility representative at least ten (10) working days before expiration of the authorized SIT period. The written request must inform employees of their personal financial responsibility for any charges incurred for storage in excess of the maximum period authorized. The MMS Provider is responsible for arranging for delivery of shipments from SIT.

2-6.5.5.2. SIT in Excess of 150 or 180 Days.

In accordance with FTR 302-7.9, SIT may not exceed 150 days for CONUS to CONUS shipments or 180 days for shipments which include an OCONUS origin or destination. If storage exceeds the identified 150 or 180 days, the MMS Provider must ascertain the condition of the employee's property at the end of the 150-day or 180-day SIT period to protect the Government's and the relocating employee's right to recover for TSP caused losses or damages. The warehouse automatically is considered the shipment's destination upon expiration of the 150-day or 180-day SIT period and the MMS Provider's responsibility for the shipment ends. The shipment then becomes subject to the warehouse's rules, procedures, and charges, including local delivery out of storage. The employee is responsible for payment of storage charges for any period of storage in excess of 150 or 180 days. In the event of any discrepancy between HTOS provisions and the provisions of this Section for purposes of SIT, the provisions of this Section apply.

2-6.5.6. Completion of GSA Form 3080.

The MMS Provider must furnish the relocating employee a GSA Form 3080, "Household Goods Carrier Evaluation Report" for completion of the section entitled, "Relocating Employee's Response" (www.gsa.gov/forms). It is recommended that the MMS Provider provide the GSA Form 3080 to the employee via GSA's electronic 3080 module within the Transportation Management Services Solution (TMSS) system. If the MMS Provider provides the employee with a paper GSA Form 3080, they must instruct the employee to return the evaluation form upon completion to the shipping agency for completion of the section entitled, "BL Issuing Officer's Response." The MMS Provider also must follow-up in an attempt to ensure both the employee and shipping agency complete their respective portions of the form and return it to GSA at the address identified in Section 1-6. If the employee has not completed the form within 30-days from the date of delivery of the HHG to the new residence, the MMS Provider will so advise the shipping agency.

2-6.5.7. Service Performance Audit.

The MMS Provider must audit transportation billings and complete a certification document certifying by line item whether billed services (including any services specifically requested by the employee) were or were not necessary, properly authorized, and actually performed (this audit is unrelated to an agency's audit of the actual billing charges). The MMS Provider may develop a form for this purpose and must, if requested, have it pre-approved by the shipping agency.

2-6.5.8. Management Information Reports.

The Government will require certain management information reports that may or may not be commercially standard. If the MMS Provider has a commercial report that would meet a stated specific need, it may propose that an agency use that report instead of the one specified as long as it can satisfactorily demonstrate how the proposed substitution would meet the ordering activity's needs. Reports must contain both monthly/quarterly and year-to-date totals, when appropriate. The MMS Provider must provide

required reports to the ordering activity within 15 business days following the month/quarter services were performed.

2-6.5.8.1. Ordering Agency Reports.

If requested by the shipping agency, the MMS Provider must furnish the following reports in the manner specified by the agency with regard to format, content, and frequency. Data elements may be revised by the ordering activity.

2-6.5.8.2. Shipment Summary.

A summary of the total number of shipments handled for the specified period further broken down into the following incremental categories: number of shipments by agency activity, number of shipments by TSP, number of interstate shipments, number of intrastate shipments, and number of international location shipments. For each category the Provider must show total line-haul and accessorial charges.

2-6.5.8.3. Claims Summary.

A summary of the total number of loss/damage claims handled for the specified period further broken down into the following incremental categories: number of claims by agency activity, number of claims by TSP, number of interstate claims, number of intrastate claims, number of international location claims, average number of days between the date of receipt of the initial settlement offer and the date of final settlement, average amount claimed and settled interstate, average amount claimed and settled intrastate, and average amount claimed and settled on international locations. For each claim not settled within 30 days and/or 60 days when approved by the shipping agency's RTO an explanation for the delay must be supported by the Delay Codes identified in the HTOS Section 9.

2-6.5.8.4. Counseling Contact Summary Report.

A summary report of counseling contacts (when an agency has chosen that optional service) showing employee name, date of initial contact, and current status of the move including date for the pre-move survey, packing date, pickup date, and actual or proposed delivery date into SIT and/or residence.

2-6.5.8.5. On-time Services Summary Report.

A summary report listing employee name, scheduled pickup date, actual pickup date, scheduled delivery dates into SIT and/or residence, actual delivery dates into SIT and/or residence, scheduled date for delivery out of SIT, and actual date for delivery out of SIT. When scheduled and actual dates are different, an explanation must be provided.

2-6.5.8.6. Specially Requested Reports.

Special one-time reports furnished to the RTO when the shipping agency requests and the GSA PMO identified in Section 1-6 approves.

2-6.5.9. Customer Service.

The MMS Provider shall provide a 24-hour, toll-free telephone number to assist in tracking/tracing shipments; resolving problems that occur during any phase of the move, including quality control problems; and in filing post-delivery claims for agencies that choose that optional service.

2.6.6. Optional Services.

2-6.6.1. General.

If requested by the shipping agency, the MMS Provider must provide the following services.

2-6.6.2. Employee pre-move counseling.

Employee pre-move counseling (as distinguished from a TSP/forwarder-provided pre-move survey) includes information on TSP/forwarder commercial moving practices affecting all aspects of a HHG move. It also includes Government-specific information on Federal HHG entitlements and allowances prescribed in the Federal Travel Regulation (41 CFR chapters 300-304) and the ordering agency's internal regulations, including weight allowances. The counseling includes informing the relocating employee about services he/she is authorized at Government expense as well as any requested services that are not the Government's financial responsibility and which the employing agency will charge back to the employee. Some of these services are: extra pickup/delivery; temporary SIT authorized by the shipping agency; non-temporary (permanent) storage (NTS); unauthorized items; assembly/ disassembly of property; shipment of perishable items; exclusion of firearms and hazardous materials; level of service coverage, options, and costs; reporting concealed damages, employee rights and responsibilities, third-party servicing; packing/unpacking and crating/ uncrating; preparation and filing of claims; name and address of origin/destination storage; and delivery out of storage. The counseling also includes explaining the Government's role concerning Commuted Rate Schedule moves as prescribed in the FTR and limitations

of the Government's financial obligations for reimbursements on such moves. Following is an availability listing of publications that contain information important in the employee pre-move counseling process:

- FTR: Available on the Internet at:
<http://www.gsa.gov>
- CHAMP: Available on the Internet at:
<http://www.gsa.gov/transportation/hhg>
- Agency specific regulations/procedures: (Contact appropriate agency for availability)

2-6.6.3. Preparation of shipment documentation.

If a Federal agency opts to have the MMS Provider prepare a GBL/CBL, the MMS Provider must comply with the terms and conditions set forth in 41 CFR 102-117 and 102-118. The MMS Provider must complete, and distribute copies of, each GBL/CBL following instructions published in the GSA Federal Supply Service Guide, "How to Prepare and Process U.S. Government Bills of Lading" (National Stock Number 7610-00-682-6740) or as instructed by the Federal agency (RTO). The Provider must provide a legible memorandum copy of all GBLs/CBLs prepared and distributed to the RTO prior to shipment pickup dates.

2-6.6.4. Data Communications Capabilities.

The MMS Provider must: (1) provide on-line electronic access to all database information pertaining to task orders and applicable shipment records; (2) provide the RTO or designee and the GSA Program Management Office in Kansas City, Missouri (RFO Section 1-6), on-line access to all database information pertaining to task orders and shipment records for all accounts established under the terms of this RFO and the HTOS; (3) establish sufficient safeguards to prevent unauthorized access to the database information; (4) make the electronic access available through an asynchronous modem with a baud rate of at least 2400; and (5) furnish clear documentation setting out procedures for access to and use of the database.

2-6.6.4.1. Database Elements.

The database must contain, but not necessarily be limited to, the following elements: task order information; shipment information sufficient to generate the reports specified in Section 2-6.5. The database maintained for shipments must be maintained in a separate directory with separate shipment records for each employee move. Shipment files must not be commingled with other data maintained for shipments not applicable to this RFO. Each shipment record must contain all applicable information required for that particular shipment, including any claims filed for the TSP, status of the claim, etc. (continuous computer terminal screen, if necessary). Performance data documenting how the move was handled must be collected independently and also maintained in this file. The Provider must provide facility for the RTO or designee and the GSA PMO (RFO Section 1-6) to extract and consolidate data such as TSP performance in the event specific reports are required.

2-6.6.4.2. Database Maintenance.

The MMS Provider must update the database on a 24-hour basis at a minimum and provide for on-line electronic access to database elements for a period of one year from date of pickup. After one year, hard copy records may be maintained as required by the Examination of Records Clause contained in GSA Form 3504.

2-6.6.5. On-site Quality Control Service. If a shipping agency requests, the MMS Provider must arrange for quality control personnel to provide on-site inspection service at the origin/destination residence at pickup/delivery. Inspection services include, but are not limited to: verification of correct inventory coding, use of proper packing materials, appropriate article servicing, equipment and personnel suitability, and satisfactory performance of unpacking. The actual cost of the service to be performed is negotiable between the MMS Provider and the shipping agency. The agreed upon price must be stated in a written document and retained by both parties. The document will be construed as a one-time only amendment to the Provider's rate filing. A copy of the written document must be included in the MMS Provider's voucher for payment. The Provider may engage outside sources to perform these services provided that they are representatives or employees of a HHG TSP, freight forwarder, or agent thereof.

2-6.6.6. Quality Assurance Plan.

If requested by the shipping agency, the MMS Provider must provide the shipping agency with a quality assurance plan to assist in assuring quality service and must also designate quality assurance personnel to execute the plan.

2-6.6.7. Claims Preparation, Filing, and Settlement Assistance.

If the employee or shipping agency requests, the MMS Provider must provide immediate loss/damage claim preparation/filing assistance, including follow-up assistance for any subsequently discovered loss or damage. The Provider must review and negotiate any settlement offer that is inconsistent with the TSP's liability or HTOS provisions, and in the case of an impasse must refer the complete file to the shipping agency. The MMS Provider also must counsel the employee about potential consequences of signing any full and unconditional release on any offer of settlement before all claims resulting from a particular move have been resolved.

2-7. Special Provisions Affecting Rates or Charges.

2-7.1 General.

Unless otherwise noted, all surface HHG shipments transported pursuant to the provisions of this RFO are deemed to be released at a value equal to \$6.00 per pound times the actual total weight (in pounds) of the shipment and a valuation charge will not be assessed in conjunction therewith. There will be no additional cost for this level of service. The provisions in Section 2-7 will apply.

2-7.1.1. ALK Associates Mileage

For rate offers effective November 1, 2013, the percentage stated in the submitting TSP's offer will be based on mileage provided by ALK Associates, Web Based Version 26. One exception is that GSA has determined that all surface household goods shipments between any point in the conterminous United States and a Canadian province will be based on current the Rand McNally mileage in place November 1, 2013.

2-7.1.2. Shipments of Unaccompanied Air Baggage

Unaccompanied air baggage shipments will be packed in Tri-wall containers measuring no more than 15 cube. All TSPs must have written approval from the RTO certifying officer authorizing any exceptions to the Tri-wall measurements. TSPs who are invoicing for charges other than by gross weight must show the container cube and number of containers on the invoice before a prepayment audit is approved. Where gross weight exceeds volume weight, TSP must charge for gross weight. Items which are typically not considered UAB items and are placed in a larger than specified container size on the GBL will not be approved by DOS prepayment auditors.

2-7.2. Rates or Charges

2-7.2.1. DOMESTIC.

2-7.2.1.1. Household Goods

The percentage stated in the submitting TSP's rate offer represents a bottom line discount off the total cost of the move for transportation and all accessorials services based on the rates and charges published in the GRT for a specific domestic move. The bottom line discount does not apply to the GSA IFF, fuel surcharges, charges associated with storage in transit, third party services, or valuation charges when the shipment is declared in excess of the base valuation.

2-7.2.1.2. Storage-In-Transit (SIT) Discount.

TSPs submitting rate offers for the movement of HHG must offer a percentage discount applicable to all storage charges, including pickup or delivery out of storage. The storage in transit discount does not apply to the GSA IFF, fuel surcharges charges associated with the line haul transportation and accessorials, third party services, or valuation charges when the shipment is declared in excess of the base valuation. For shipments stored outside the 50 mile radius, the bottom line discount will apply to the pick up or delivery out of storage in transit.

2-7.2.1.3. Unaccompanied Air Baggage (UAB) - Alaska Only.

The percentage (%) stated in the submitting TSP's rate offer for UAB shipments represents a single-factor rate based on the base-line rate set out below per kilogram (kg) volume weight and includes the following services: (a) packing, including use of packing containers and materials from origin to destination; (b) servicing of appliances; and (c) from origin residence all land and air transportation to the destination residence.

Weight Group	Base-Line per Kilogram(KG)
45 to 134 kg	US\$1.16

135 to 224 kg	US\$1.05
225 to 314 kg	US\$1.00
315 to 404 kg	US\$0.96
405 and over kg	US\$0.91

2-7.2.1.4. Privately Owned Vehicle (POV).

2-7.2.1.4.1. Domestic.

The amount stated in the submitting TSP's rate offer for the shipment of a POV represents a **price per mile** for vehicles applicable to the following services (a) preparation of vehicle; (b) pickup at origin; (c) transportation from origin to destination; (d) delivery to final destination; and (e) valuation based on the current value of the vehicle.

2-7.2.1.4.2. Minimum Charge.

In those instances when the distance for shipping a POV is less than 300 miles, a minimum charge of 300 times the offered price per mile will apply

2-7.2.1.4.3. Alaska Only.

The amount stated in the submitting TSP's rate offer for the shipment of a POV represents a **flat price** for vehicles applicable to the following services (a) preparation of vehicle; (b) pickup at origin; (c) transportation from origin to destination; (d) delivery to final destination; and (e) valuation based on the current value of the vehicle.

2-7.2.1.4.4. Vehicle Sizes.

Charge must be offered only on the following sizes and in accordance with Section 2-7.2.1.4.1 and 2-7.2.1.4.3.

1. Category 1 (CAT-1): Vehicles less than 300 cubic feet in physical measurement;
2. Category 2 (CAT-2): Vehicles between 300 and 800 cubic feet in physical measurement; and,
3. Category 3 (CAT-3): Vehicles exceeding 800 cubic feet in physical measurement.

2-7.2.1.4.5. POV Fuel Surcharge.

If the POV is transported on the same truck with the household goods, the TSP is not entitled to charge a separate fuel surcharge for the POV. If the POV is not going to be transported with the household goods, then prior to the commencement of loading the TSP must notify the Federal agency and receive written approval for the alternate mode and identify that a surcharge maybe required. If the POV is transported via a car hauler and the car hauler charges a fuel surcharge, that surcharge can be passed through to the Federal agency as a separate line item. The TSP must provide a copy of the original bill to the agency for reimbursement. If the POV is transported via a separate household goods trailer, the TSP may calculate a surcharge using the standard fuel surcharge calculation identified in this RFO.

2-7.2.2. INTERNATIONAL.

2-7.2.2.1. Household Goods (HHG).

2-7.2.2.1.1. General.

The percentage (%) cited in the submitting TSP's rate offer for the surface HHG represents a single-factor rate based on the Base-Line Rates specified in Section 2-7.2.2.6 per 100 pounds net weight including full replacement value TSP liability as defined in Section 2-7.5 and HTOS, Section 10. The application of rate offers from/to the international point for the surface HHG shipment shall be based on the net weight of the shipment in pounds. Minimum weight is 1,000 pounds.

2-7.2.2.1.2. Services Included.

1. Packing, including use of packing containers and materials from origin to destination, and unpacking. Shipping containers and packing materials furnished by the TSP will remain the property of the TSP.

1(a)Special provisions applicable for LCD, LED, and Plasma Televisions

These provisions apply for the packing and shipping of LCD, LED, and Plasma televisions, which are four (4) inches or less in depth and are incapable of standing alone without support (or the use of a base).

The TSP must utilize the original manufacturer's shipping container is available and serviceable.

Crating charges apply only for televisions in excess of 60 inches (diagonal screen size) and if the relocating employee's original carton is no longer available. Prior to any crating, the TSP must first gain written approval from the Transportation Officer.

For televisions that are 60 inches or less (diagonal screen size), TSPs are authorized to use cartons which are specially designed to ship LCD, LED, and Plasma televisions. Further, the Transportation Officer can waive, in writing, the crating requirement referenced above at their discretion. When a waiver is granted, the billing must be supported by a copy of the waiver indicating that the Federal agency waived the 60 inch requirement and that crating was authorized.

2. Servicing and unservicing of appliances, to include front load washing machines..
3. All land, water, and air transportation, EXCEPT
 - (a) additional land transportation charges for shipments picked up or delivered from or to storage-in-transit;
 - (b) bunker fuel charges, port congestion surcharges, and/or war risk surcharges where applicable and when actually billed to the TSP by ocean freight TSP pursuant to regularly filed tariff(s) with the Federal Maritime Commission. Such charges will be separately stated on the GBL/CBL and supported by prorated paid ocean TSP invoices of the actual amount; and,
 - (c) shipments of unaccompanied air baggage.
4. Export and import documentation services involving customs clearances.
5. Removal and placement of each article in the residence/warehouse or other building.
6. Hoisting or lowering of an article.
7. Elevator, stair and excessive distance carry, piano/organ carry and/or heavy or bulky item charge (except Item 5 in Section 2-7.2.2.1.3, below.
8. Ferry, tunnel and bridge charges/tolls.

2-7.2.2.1.3. Services Excluded.

1. Storage, waiting time and/or handling charges caused by failure of the origin GBLIO/RTO to furnish acceptable custom documents or by refusal of customs officials to clear shipment will be billed at charges provided in HTOS, when performed by TSP. When such services are performed by a third party, billing will be at the actual cost charged to the TSP, supported by paid third party invoices when reference applicable rate schedules and/or tariffs when charges are assessed in accordance with such publications.
2. Any Government or public authority ordered charges for inspection, disinfestation, decontamination, fumigation or demurrage or other charges occasioned by such orders not the fault of the TSP.
3. Servicing of articles requiring services of third parties. Prior to use of third parties, the TSP must get written authorization from the Federal agency authorizing the service.
4. When an article cannot be picked up or delivered from a residence by the conventional method (doorways, stairs, elevator to floor) or the structural nature of the residence must be changed to accommodate a pickup or delivery (removal of windows, doors, etc), the TSP, upon approval by the RTO will be authorized third party service. This exception is directed at the pickups and deliveries from high rise apartment buildings and is not intended to be used for minor hoisting and lowering, such as 1st floor balconies in apartments and single family dwellings.
5. Shipments picked up or delivered to a mini warehouse, which involve a carry in excess of 100 feet between the TSP vehicle and the outside entrance door of the actual storage area, the RTO may authorize an excessive distance carry charge as defined in the HTOS, Section 17.

2-7.2.2.2. Rates and Charges for Accessorial Services.

The rates and charges set out in HTOS, Section 12 are base-line rates. The percentage (%) stated in the submitting TSP's rate offer for accessorial services represents the amount to be charged as a percentage (%) less than, equal to, or greater than the rates and charges set out in Section 12.

2-7.2.2.3. Rates or Charges For Storage-In-Transit (SIT).

The percentage (%) stated in the submitting TSP's rate offer for SIT represents the amount to be charged as a percentage (%) less than, equal to, or greater than the rates and charges set out in the HTOS, Section 12 for the storage and pickup/delivery, including full replacement value TSP liability in Section 2-7.5.

2-7.2.2.4. Unaccompanied Air Baggage (UAB)

The percentage (%) stated in the submitting TSP's offer for UAB shipment represents a single-factor rate based on the base-line rate set out in Section 2-7.2.6.2.2 per kilogram (kg) volume weight including full replacement value TSP liability as set out in Section 2-7.5 and includes the following services: (a) packing,

including use of packing containers and materials from origin to destination; (b) servicing of appliances; and (c) from origin residence all land and air transportation to the destination residence. A TSP may charge as a separate line item a fuel surcharge for UAB shipments. TSPs must provide a copy of the original airway bill to the agency for reimbursement. Any excessive costs charged by foreign or overseas air carriers will be negotiated and paid at the discretion of the agency. Exceptions to the UAB surcharge are identified in Section 3.

2-7.2.2.5. Privately Owned Vehicle (POV).

The amount stated in the submitting TSP's rate offer for the shipment of a POV represents a flat charge applicable to the following services:

- (1) preparation of vehicle;
- (2) pickup at origin;
- (3) transportation from origin to destination;
- (4) containerization or below deck storage in the ocean going vessel;
- (5) delivery to final destination; and,
- (6) valuation based on the current value of the vehicle.

2-7.2.2.5.1. Vehicle Sizes.

The flat charge must be stated in whole dollars and may be offered only on the following sizes:

1. Category 1 (CAT-1): Vehicles less than 300 cubic feet in physical measurement;
2. Category 2 (CAT-2): Vehicles between 300 and 800 cubic feet in physical measurement; and,
3. Category 3 (CAT-3): Vehicles exceeding 800 cubic feet in physical measurement.

2-7.2.2.5.2. Motorized Vehicles.

All internal combustion engines, self-propelled vehicles, or mechanized equipment containing an internal combustion engine may be subject to 49CFR, hazardous material shipping paper requirements. The TSP may identify vessel carrier and hazardous material associated fees on their invoice as a pass through charge. TSPs must provide a copy of the original receipt from the vessel carrier for reimbursement consideration by the Federal Agency. Due to 49CFR hazardous material requirements, agencies are expected to pay legitimate associated costs for this service. POVs with an empty fuel tank and run to a stall are excepted from the requirements of 49CFR 176.905. POVs cannot be shipped with more than one quarter of a tank of flammable fuel under any circumstance.

2-7.2.2.5.3. Application of Transit Time.

Transit time schedules for both the domestic and international programs are identified in Section 10 of the HTOS.

2-7.2.2.5.3.1. Transit Time Penalty.

In the event that the TSP fails to meet the transit times, it must notify the Federal agency as applicable, within 24-hours of the delay. The TSP shall be responsible for arranging for, or the reimbursement of, a rental car on behalf of the transferee. Reimbursement or the rental of a like vehicle will be limited to a vehicle of the same, or comparable, size/model as being shipped by the transferee. The RTO has the authority to waive the penalty in whole or in part based on circumstances of the delay.

2-7.2.2.5.4. POV Transit Time Exceptions.

HTOS Section 10.3 identifies exceptions to POV transit times for specific identified locations.

2-7.2.2.6. Base-Line Rates.

2-7.2.2.6.1. Surface.

2-7.2.2.6.1.1. Surface Base-Line Rate Table.

The following base-line rate table is applicable to the HHG effects surface shipments.

Weight Group	Base-Line Rate per hundred weight (cwt)
1,000 to 1,999 lbs	US\$124.77
2,000 to 3,999 lbs	US\$113.03
4,000 to 7,999 lbs	US\$106.64
8,000 to 11,999 lbs	US\$102.37
12,000 to 15,999 lbs	US\$100.24

16,000 and over	US\$98.11
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2-7.2.2.6.2.2. Unaccompanied Air Baggage (UAB)

The following base-line rate table is applicable to the shipment of UAB.

Weight Group	Base-Line per Kilogram(KG)
45 to 134 kg	US\$1.16
135 to 224 kg	US\$1.05
230 to 314 kg	US\$1.00
315 to 404 kg	US\$0.96
405 and over kg	US\$0.91

2-7.3. Application of Rates or Charges.

Rates/Charges applicable to a specific shipment will be those in effect on the date of pickup. In those instances where the submitting TSP does not offer a rate, it will be construed as NO RESPONSE.

2-7.3.1. Exception.

Except in supplemental filings, items left blank will indicate NO CHANGE.

2-7.3.2. Unaccompanied Air Baggage (UAB).

Rates or charges applicable to UAB **will apply** when shipped independent of surface HHG.

2-7.3.3. Privately Owned Vehicles (POV).

Rates or charges applicable to POV **will apply** when shipped independent of the surface HHG.

2-7.4. Alaska Only.

2-7.4.1. Combination of Rates - Applies to Domestic Shipments Only

2-7.4.1.1. Accepted offer does not include Alaska Service Areas (RFO Section 5-2).

In the event that a TSP handles a shipment between points in the conterminous United States and Alaska and it does not have any rate offer accepted by GSA for such a movement, the applicable charges shall be based on a combination of the rates set out in the TSP's accepted offer between Service Area 2 and Service Areas 1 through 16, inclusive, and of the charges in Section 2, Parts E and F, including Section 6 of the applicable GRT, supplements thereto and reissues thereof; provided, however, these charges will alternate with all other applicable combination or through rates and/or charges that a TSP may have on file on the date that a shipment is picked-up.

2-7.4.1.2. Accepted Offer Includes Alaska Service Areas (RFO Section 5-2).

The provisions of Section 2-7.4.1.1 do not apply when GSA has accepted a TSP's offer to handle shipments between points in the conterminous United States, Service Area 1 through 16, inclusive, and Alaska Service Areas defined in Section 5-2.

2-7.4.2. Intra Alaska.

Transportation charges for shipments moving between two points in the State of Alaska (intrastate Alaska) will be published in Section 7 of GSA01, as revised. For distances in excess of 1,000 miles, the rates applicable for each "Add'l 100 miles" as shown in Section 3 of the GSA01, will apply for each 100 miles, or fraction thereof, in excess of 1,000 miles, in addition to the base transportation charge for 1,000 miles in Section 7.

2.7.5. Released Value.

2-7.5.1. General.

2-7.5.1.1. Surface and Unaccompanied Air Baggage Released (UAB) Value.

Unless otherwise noted, all surface and UAB applicable to domestic and international shipments are released at full value.

2-7.5.1.2. Privately Owned Vehicle Released Value.

Unless otherwise noted, all POV shipments applicable to domestic and international shipments are released at current market value.

2-7.5.1.3. Application of Tariff or Bureau Issued GRT.

Item 190 of GRT or any comparable item in an otherwise applicable intrastate tariff, will not apply.

2-7.5.1.4. Cost included in TSP's offer.

The cost of released value as defined in this provision will be included in the TSP's offer. Except as provided in Sections 2-7.5.2.2. and 2-7.5.3.2. TSP may not charge a Federal agency for full replacement value.

2-7.5.2. DOMESTIC.

2-7.5.2.1. Transportation.

2-7.5.2.1.1.

All domestic shipments moving pursuant to CHAMP, unless as otherwise noted in this RFO, are released at the base value of \$6.00 times the net weight of the shipment in pounds applicable to both shipments in transit and SIT.

2-7.5.2.2. Employee's Increase in Base Valuation.

The employee has the right to increase the value in excess of the base valuation established by this provision and in accordance with the following.

2-7.5.2.2.1. Transportation.

In the event that the employee declares a value greater than the base valuation, a Full Value Protection Service Shipment Charge of \$0.85 per \$100 will apply on that portion of the valuation declared in excess of shipments released value of \$6.00 times the weight.

2-7.5.2.2.2. Storage-in-Transit.

In the event that the employee declares a value greater than the base valuation, a Full Value Protection Service Storage Liability Charge of \$0.18 per \$100 will apply on that portion of the valuation declared in excess of shipments released value of \$6.00 times the weight.

2-7.5.3. INTERNATIONAL.

2-7.5.3.1. Transportation.

All international shipments moving pursuant to CHAMP, unless as otherwise noted in this RFO, are released at a base value of \$6.00 times the net weight of the shipment in pounds applicable to both shipments in transit and SIT.

2-7.5.3.2. Employee's Increase in Base Valuation.

The employee has the right to increase the value in excess of the base valuation established by this provision and in accordance with the following.

2-7.5.3.2.1. Transportation.

In the event that the employee declares a value greater than the base valuation, a Full Value Protection Service Shipment Charge of \$0.85 per \$100 will apply on that portion of the valuation declared in excess of shipments released value of \$6.00 times the weight.

2-7.5.3.2.2. Storage-in-Transit.

In the event that the employee declares a value greater than the base valuation, a Full Value Protection Service Storage Liability Charge of \$0.18 per \$100 will apply on that portion of the valuation declared in excess of shipments released value of \$6.00 times the weight.

2-7.6. GSA Industrial Funding Fee (IFF) (formerly Shipment Charge)

2-7.6.1. Amount of Charge.

The IFF is due on the total net transportation charges billable to the government excluding fees for SIT (to include first day of storage, each additional day of storage and pickup and delivery (drayage)). For Domestic shipments, the GSA IFF will be 2.50% of the household goods net charges (includes line-haul, accessorial, packing charges, fuel surcharges, etc.), excluding SIT charges, per shipment subject to the following provisions. For International shipments, the GSA IFF will be 1.50% of the household goods net charges (includes line-haul, accessorial, packing charges, fuel surcharges, etc.), excluding SIT charges, per shipment subject to the following provisions. GSA's IFF will be assessed only against the household goods element of the net transportation charge (excluding SIT). An IFF is not assessed against POV and UAB shipments unless an agreement has been developed.

2-7.6.2. Cost Included in TSP's Rate Offer.

The cost of GSA IFF must be included in the TSP's rate offer.

2-7.6.3. First Shipment.

The first shipment of a relocation performed pursuant to the HTOS is defined as a surface shipment of HHG effects, shipment of a POV, or UAB, all or any one of which are tendered to the TSP by the shipping Federal Agency as the first component of a shipment for a relocating employee. On a multiple element domestic or international shipment at Government expense (either all or some combination of HHG, POV,

or UAB), GSA's IFF will be assessed only against the household goods element of the net transportation charge (excluding SIT). An IFF is not assessed against POV and UAB shipments unless an agreement has been developed. If there are multiple HHG shipments, an IFF is assessed on each HHG shipment.

2-7.6.4. Supplemental Shipments.

A supplemental shipment of a relocation performed pursuant to the HTOS is defined as any surface shipment, including a POV, or UAB tendered to the TSP by the shipping Federal Agency after the tender of the first component of a shipment for a relocating employee. On a multiple element domestic or international shipment at Government expense (either all or some combination of HHG, POV, or UAB), GSA's IFF will be assessed only against the household goods element of the net transportation charge (excluding SIT). An IFF is not assessed against POV and UAB shipments unless an agreement has been developed. If there are multiple HHG shipments, an IFF is assessed on each HHG shipment.

2-7.6.5. Payment of Charge.

The TSP will remit the IFF to GSA on a calendar year quarter basis in accordance with the terms of the HTOS. IFF payments remitted to GSA by approved CHAMP TSPs will be based on the number of shipments billed pursuant to CHAMP for which service was performed. Calculation of the IFF should be rounded out two decimal points. (example: .345 rounded to .35; .322 rounded to .32)

2-7.6.6. Verification of IFF.

To ensure that the IFF is correctly applied to the calendar year quarter for which submission is received, the check or attached documentation must identify the quarter (i.e. 1stqtr00, 3rdqtr00), and the GBL/BL number or include with the IFF submission a copy of the shipment report containing such information.

2-7.6.7. Failure to Submit IFF.

Failure to submit the Industrial Funding Fee due GSA for household goods shipments handled, will result in immediate placement of the TSP in temporary non-use status pending revocation of the TSP's approval.

2-7.7. Length of Storage-in-Transit.

Notwithstanding any other provisions of the GRT, the TSP must provide, when required, SIT at destination for shipments handled under the HTOS. SIT is defined as the holding of a shipment or portion thereof at or in the facilities or warehouse used by the TSP for storage, pending further transportation. In accordance with FTR 302-7.9, SIT may not exceed 150 days for CONUS to CONUS shipments or 180 days for shipments which include an OCONUS origin or destination. SIT may not exceed these identified time periods, unless extended by mutual agreement between the RTO and the TSP, after which time, liability as TSP shall terminate, the applicable interstate or international character of the shipment or portion thereof shall cease, the warehouse shall be considered the destination of the property, the warehouseman shall be agent for the shipper, and the property shall then be subject to the rules, regulations, and charges of the warehouseman.

2-7.8. Unpacking and Debris Removal - RESERVED.

2-7.9. Excessive Distance Carry.

Notwithstanding any other provisions of the Item 160 of the GRT, any reference to a distance of less than 100 feet will be construed as 100 feet.

2-7.10. Delivery Out of Storage-in-Transit.

Charges for pickup or delivery out of storage as provided in Item 210 of the GRT, will apply depending upon the location of the warehouse when the point of original pickup or delivery and warehouse are both located within the same municipality or within a distance of 50 miles or less. Any references to a distance of 30 miles will be construed as a distance of 50 miles.

2-7.11. Crating Services.

Regardless of possible use of a third party service for crating, crating services will be quoted, billed and paid as provided in the GRT. In the event that a third party is used to provide crating services and the charges are in excess of those provided in the GRT, the RTO has the authority to waive and negotiate the excess crating charges in whole or in part, based on the circumstances of the use of third party services.

2-7.12. Weight Variance.

Unless otherwise noted in this RFO, in the event the actual shipment weight is greater than 115% of the premove survey weight, the TSP must notify the RTO or its designated representative prior to billing the Federal Agency of the original weighing and be prepared to justify the difference. In the event the TSP fails to notify the RTO or third party representative, the TSP stipulates that the agreed weight of the shipment will be 115% of the premove survey weight. In the event the TSP fails to adequately justify the difference

between the actual and premove survey weights, the TSP stipulates that the agreed weight of the shipment will be 115% of the premove survey weight. The agreed weight shall take precedence over the actual weight for the assessment of transportation, accessorial, and storage-in-transit charges when based on weight. The RTO has the authority to waive this provision.

2.7.12.1. Verification of Weight Variance.

In order to apply the weight variance rule, it is recommended that a copy of the premove survey be included with the billing voucher and other documents.

2-7.13. Exceptions to Item 118 of GRT

The provisions of Item 118 of the GRT, Attempted Delivery to Residence from SIT, will not apply:

- 1) When the delivery is attempted after 5 PM or before 8 AM unless previously agreed to or requested by the shipper; or
- 2) When the delivery is attempted between the hours of 8 AM and 5 PM but at a time other than that previously requested or agreed to by the shipper; or
- 3) If delivery is not attempted or shipper is not otherwise contacted, within 90 minutes of the prearranged and agreed to delivery time.

2-7.14. Shipments of Unaccompanied Air Baggage

All unaccompanied air baggage shipments will be packed in Tri-wall containers measuring no more than 15 cube. All TSPs must have written approval from the BL certifying officer authorizing any exceptions to the Tri-wall measurements. TSPs who are invoicing for charges other than by gross weight must show the container cube and number of containers on the invoice before a prepayment audit is approved. Where gross weight exceeds volume weight, TSP must charge for gross weight.

2-7.15. Reweighing of Shipments Which Exceed 18,000 Pounds

Prior to the commencement of the unloading of a shipment weighed at origin which exceeds the 18,000 pound maximum weight allowance (effective August 1, 2011 a 2,000 pound packing allowance was added to account for weight of packing materials), the TSP shall reweigh the shipment at destination. This reweigh must take place at a supervised scale and be conducted by an authorized weigh master. The charges to the Federal agency shall be based on the lower of the two weights and copies of both sets of weight tickets shall be provided to the Federal agency prior to submitting the invoice for payment.

2-7.16. Non-Temporary Storage

Tender rates will apply into the TSP warehouse for non-temporary storage. Rates for monthly non-temporary storage per each hundred pounds and rates for full value protection per each \$100 of value must be negotiated between the TSP and the federal agency.

2-8. Claim Settlement Penalty.

In the event that the TSP fails to settle a claim within 30 days after receipt due to TSP's failure, the TSP will pay a \$30.00 per day penalty to the Federal agency. The total penalty shall not exceed \$300.00. The RTO has the authority to waive the penalty in whole or in part based on circumstances of the delay.

2-9. Exception Status.

The following provision applies; accepted rate offers may be placed in an exception status and rate offers will be withdrawn from GSA Cost Comparison data base upon failure to meet HTOS requirements, pending temporary non-use, suspension and/or debarment. In those instances where shipment takes place after effective date of exception status, the TSP's rate offer(s) as indicated on this tender will apply and remain in effect until terminated as provided by RFO.

2-10. Extension of Offer by the Government.

The Government reserves the right to extend the expiration date of all or part of the rate offers accepted in accordance with the RFO for up to ninety (90) calendar days.

2-11. Rights Reserved.

2-12. Termination.

The following provisions apply in lieu of Item 20e, Optional Form 280.

- (a) Accepted rate offers may be terminated and the TSP placed in a temporary non-use status by the Government immediately upon determination that a TSP has failed to satisfactorily respond to a show cause notice;
- (b) Accepted rate offers may be terminated by the Government immediately upon the debarment or suspension of the TSP in accordance with 41 CFR 101-40.4;
- (c) Except as provided in (a) and (b) above, accepted rate offers may be terminated at any time by either party hereto upon sixty (60) days notice in writing to the other. Termination under this clause shall not affect, or relieve any part of, any obligation or liability that may have accrued prior to such termination; and,
- (d) Upon termination of the rate offer under (a), (b), or (c) above, or as provided in the HTOS, the TSP shall be paid any sum due the TSP for services performed under this rate offer to the date of such termination, and in the event of partial termination shall be paid in accordance with the terms of this rate offer for any services furnished under the portion of the rate offer that is not terminated; provided, however, any such payments shall be without prejudice to any claim which the Government may have against the TSP under the provisions of the HTOS or otherwise and the Government shall have the right to offset any such claims against such payment.

2-13. TERMINATION FOR CONVENIENCE OF THE GOVERNMENT.

The Government, by written notice, may terminate all or part of the rate offer(s) accepted in accordance with the RFO, in whole or in part, when it is in the Government's best interest. If a rate offer(s) is terminated, the Government shall be liable only for payment for services rendered before the effective date of the termination.

2-14. Item 21, Optional Form 280.

By submission of a rate offer to the GSA in accordance with this RFO, the submitting firm agrees to and/or meets the terms and conditions of the Uniform Tender of Rates and/or Charges for Transportation Services, Optional Form 280, except as provided in RFO Section 2-12. In addition to the provisions of Item 21, Optional Form 280, the following provision applies: (5) on commercial bills of lading endorsed with the following legend, "Transportation under this tender is for the (name of specific agency) and the actual total transportation charges paid to the TSP(s) by the shipper will be reimbursed by the Government. This may be confirmed by contacting the agency at_____.

SECTION 3

NON-ALTERNATING - SPECIAL AGENCY PROVISIONS

3-1. General.

TSPs may file non-alternating, agency specific rate offers as identified below. Non-alternating rate offers will apply specifically to those Federal agencies/locations identified below and will not alternate with any other accepted rate offer. By submission of a rate offer under this Section 3, the submitting TSP agrees to the following terms and conditions applicable to a specific agency. The rate offer is also subject to the provisions as set out in this RFO and Special Instructions and the provisions of the HTOS, supplements thereto and reissues thereof.

3-2. Department Of Veterans Affairs (VA) – Domestic (DVADC)

TSPs submitting rate offers in accordance with Section 3-2, may file rate offers applicable between the points specified in Section 5-2 and identified as Agency Specific Codes in Section 5-1.

3-2.1. Released Valuation.

In lieu of the TSP liability at \$6.00 as provided for in Section 2-7.5.2, all domestic VA shipments shall be released at \$7.00 times the net weight of the shipment in pounds with a maximum TSP liability of \$126,000.00 applicable to both shipments in transit and SIT. Except as noted otherwise, the remaining provisions of Item 190-1 will apply. There will be no additional cost to the VA for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-2.2. Excess Released Value.

3-2.2.1. Transportation.

In the event the employee declares a value greater than the base valuation of \$7.00 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of \$0.85 per \$100 will apply on that portion of the valuation declared in excess of a shipment's released value of \$7.00 times the net weight of the shipment in pounds or \$126,000.00, whichever is less.

3-2.2.2. Storage-In-Transit.

In the event that the employee declares a value greater than \$7.00 times the net weight of the shipment in pounds, a storage liability charge of \$0.18 per \$100 will apply on that portion of the valuation declared in excess of a shipment's released value of \$7.00 times the net weight of the shipment in pounds or \$126,000.00, whichever is less.

3-2.3. Weight Variance.

In lieu of the weight variance of 115% as provided for in Section 2-7.12, all VA domestic shipments shall be subject to a 110% weight variance.

3-2.4. Rate Basis.

By submission of a rate offer under Section 3-2, the TSP must have the ability to self-pack, load, and haul 85 percent or greater of VA interstate (including Alaska) and intrastate shipments. This is defined as a TSP who can contain a movement of property within its own operational capabilities without recourse to another TSP.

3-2.5. Volume.

The VA is estimating that the volume of domestic shipments under this RFO is 1,150 shipments.

3-3. Department Of Veterans Affairs (VA) – International (DVADC)

TSPs submitting rate offers in accordance with Section 3-3, may file rate offers applicable between the points specified in Section 5-2 and 5-3 and identified as Agency Specific Codes in Section 5-1.

3-3.1. Released Valuation.

In lieu of the TSP liability at \$6.00 as provided for in the Section 2-7.5.3, all international VA shipments shall be released at \$8.50 times the net weight of the shipment in pounds with a maximum TSP liability of \$153,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the VA for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-3.2. Excess Released Value.

3-3.2.1. Transportation.

In the event the employee declares a value greater than the base valuation of \$8.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of \$0.85 per \$100 will apply on that portion of the valuation declared in excess of a shipment's released value of \$8.50 times the net weight of the shipment in pounds or \$153,000.00, whichever is less.

3-3.2.2. Storage-in-Transit.

In the event that the employee declares a value greater than \$8.50 times the net weight of the shipment in pounds, a storage liability charge of \$0.18 per \$100 will apply on that portion of the valuation declared in excess of a shipment's released value of \$8.50 times the net weight of the shipment in pounds or \$153,000.00, whichever is less.

3-3.3. Weight Variance.

In lieu of the weight variance of 115% as provided for in Section 2-7.12 of this RFO, all VA international shipments shall be subject to a 110% weight variance.

3-3.4. Volume.

The VA is estimating that the volume of international shipments under this RFO is 40 shipments.

3-4. Department Of Interior, National Business Center (NBC), Denver, CO – Domestic and International (NBCCO)

TSPs submitting rate offers in accordance with Section 3-4, may file rate offers applicable between the points specified in Section 5-2 and 5-3 and identified as Agency Specific Codes in Section 5-1.

3-4.1. Application.

NBCCO applies to all domestic and international shipments for which the NBC office located in Denver, CO issues the Government Bill of Lading and/or Commercial Bill of Lading.

3-4.2. Released Valuation - Domestic.

In lieu of the TSP liability at \$6.00 as provided for in Section 2-7.5.2, all domestic NBCCO shipments shall be released at \$6.50 times the net weight of the shipment in pounds with a maximum TSP liability of \$117,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the NBCCO for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-4.3. Excess Released Value - Domestic.

3-4.3.1. Transportation.

In the event the employee declares a value greater than the base valuation of \$6.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of \$0.85 per \$100 will apply on that portion of the valuation declared in excess of a shipment's released value of \$6.50 times the net weight of the shipment in pounds or \$117,000.00 whichever is less.

3-4.3.2. Storage-in-Transit.

In the event that the employee declares a value greater than \$6.50 times the net weight of the shipment in pounds, a storage liability charge of \$0.18 per \$100 will apply on that portion of the valuation declared in excess of a shipment's released value of \$6.50 times the net weight of the shipment in pounds or \$117,000.00 whichever is less.

3-4.4. Released Valuation - International.

In lieu of the TSP liability at \$6.00 as provided for in Section 2-7.5.3, all international NBCCO shipments shall be released at \$8.50 times the net weight of the shipment in pounds with a maximum TSP liability of \$153,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the NBCCO for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-4.5. Excess Released Value - International.

3-4.5.1. Transportation.

In the event the employee declares a value greater than the base valuation of \$8.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of \$0.85 per \$100 will apply on that portion of the valuation declared in excess of a shipment's released value of \$8.50 times the net weight of the shipment in pounds or \$153,000.00, whichever is less.

3-4.5.2. Storage-in-Transit.

In the event that the employee declares a value greater than \$8.50 times the net weight of the shipment in pounds, a storage liability charge of \$0.18 per \$100 will apply on that portion of the valuation declared in excess of a shipment's released value of \$8.50 times the net weight of the shipment in pounds or \$153,000.00, whichever is less.

3-4.6. Weight Variance – Domestic and International.

In lieu of the weight variance of 115% as provided for in Section 2-7.12, all domestic and international NBCCO shipments shall be subject to a 110% weight variance.

3-4.7. Provider – Domestic and International

NBCCO is requesting rate offers for the provision of Move Management Service (MMS) (M rates) only. Rates for General Transportation Services (G rates) will not be accepted.

3-4.8. Volume.

The NBCCO is estimating that the volume of shipments under this RFO is 750 to 1,000 shipments.

3-5. US Geological Survey (USGS), Reston, VA – Domestic and International (GEOVA)

TSPs submitting rate offers in accordance with Section 3-5, may file rate offers applicable between the points specified in Section 5-2 and 5-3 and identified as Agency Specific Codes in Section 5-1.

3-5.1. Application.

GEOVA applies to all domestic and international shipments for which the USGS office located in Reston, VA issues the Government Bill of Lading and/or the Commercial Bill of Lading.

3-5.2. Released Valuation - Domestic.

In lieu of the TSP liability at \$6.00 as provided for in Section 2-7.5.2, all domestic GEOVA shipments shall be released at \$6.50 times the net weight of the shipment in pounds with a maximum TSP liability of \$117,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the GEOVA for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-5.3. Excess Released Value - Domestic.

3-5.3.1. Transportation.

In the event the employee declares a value greater than the base valuation of \$6.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of \$0.85 per \$100 will apply on that portion of the valuation declared in excess of a shipment's released value of \$6.50 times the net weight of the shipment in pounds or \$117,000.00, whichever is less.

3-5.3.2. Storage-in-Transit.

In the event that the employee declares a value greater than \$6.50 times the net weight of the shipment in pounds, a storage liability charge of \$0.18 per \$100 will apply on that portion of the valuation declared in excess of a shipment's released value of \$6.50 times the weight of the shipment in pounds or \$117,000.00, whichever is less.

3-5.4. Released Valuation - International.

In lieu of the TSP liability at \$6.00 as provided for in Section 2-7.5.3, all international GEOVA shipments shall be released at \$8.50 times the net weight of the shipment in pounds with a maximum TSP liability of \$153,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the GEOVA for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-5.5. Excess Released Value - International.

3-5.5.1. Transportation.

In the event the employee declares a value greater than the base valuation of \$8.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of \$0.85 per \$100 will apply on that portion of the valuation declared in excess of a shipment's released value of \$8.50 times the net weight of the shipment in pounds or \$153,000.00, whichever is less.

3-5.5.2. Storage-in-Transit.

In the event that the employee declares a value greater than \$8.50 times the net weight of the shipment in pounds, a storage liability charge of \$0.18 per \$100 will apply on that portion of the valuation declared in excess of a shipment's released value of \$8.50 times the net weight of the shipment in pounds or \$153,000.00, whichever is less.

3-5.6. Weight Variance – Domestic and International.

In lieu of the weight variance of 115% as provided for in Section 2-7.12 of this RFO, all domestic and international GEOVA shipments shall be subject to a 110% weight variance.

3-5.7. Provider – Domestic and International

GEOVA is requesting rate offers for the provision of Move Management Service (MMS) (M rates) only. Rates for General Transportation Services (G rates) will not be accepted.

3-5.8. Volume.

The GEOVA is estimating that the volume of shipments under this RFO is 75 shipments.

3-6. US Forest Service, Albuquerque, NM – Domestic and International (FSVNM)

TSPs submitting rate offers in accordance with Section 3-6, may file rate offers applicable between the points specified in Section 5-2 and 5-3 and identified as Agency Specific Codes in Section 5-1.

3-6.1. Application.

FSVNM applies to all domestic and international shipments for which the US Forest Service office located in Albuquerque, NM issues the Government Bill of Lading and/or the Commercial Bill of Lading.

3-6.2. Released Valuation - Domestic.

In lieu of the TSP liability at \$6.00 as provided for in Section 2-7.5.2, all domestic FSVNM shipments shall be released at \$6.50 times the net weight of the shipment in pounds with a maximum TSP liability of \$117,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the FSVNM for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-6.3. Excess Released Value - Domestic.

3-6.3.1. Transportation.

In the event the employee declares a value greater than the base valuation of \$6.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of \$0.85 per \$100 will apply on that portion of the valuation declared in excess of shipments released value of \$6.50 times the net weight of the shipment or \$117,000.00 in pounds, whichever is less.

3-6.3.2. Storage-in-Transit.

In the event that the employee declares a value greater than \$6.50 times the net weight of the shipment in pounds, a storage liability charge of \$0.18 per \$100 will apply on that portion of the valuation declared in excess of a shipment's released value of \$6.50 times the net weight of the shipment in pounds or \$117,000.00, whichever is less.

3-6.4. Released Valuation - International.

In lieu of the TSP liability at \$6.00 as provided for in Section 2-7.5.3, all international FSVNM shipments shall be released at \$8.50 times the net weight of the shipment in pounds with a maximum TSP liability of \$153,000.00 applicable to both shipments in transit and SIT. There will be no additional cost to the FSVNM for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-6.5. Excess Released Value - International.

3-6.5.1. Transportation.

In the event the employee declares a value greater than the base valuation of \$8.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of \$0.85 per \$100 will apply on that portion of the valuation declared in excess of shipments released value of \$8.50 times the net weight of the shipment in pounds or \$153,000.00, whichever is less.

3-6.5.2. Storage-in-Transit.

In the event that the employee declares a value greater than \$8.50 times the net weight of the shipment in pounds, a storage liability charge of \$0.18 per \$100 will apply on that portion of the valuation declared in excess of a shipment's released value of \$8.50 times the net weight of the shipment in pounds or \$153,000.00, whichever is less.

3-6.6. Weight Variance – Domestic and International.

In lieu of the weight variance of 115% as provided for in Section 2-7.12 of this RFO, all domestic and international FSVNM shipments shall be subject to a 110% weight variance.

3-6.7. Provider – Domestic and International

FSVNM is requesting rate offers for the provision of Move Management Service (MMS) (M rates) only. Rates for General Transportation Services (G rates) will not be accepted.

3-6.8. Volume.

The FSVNM is estimating that the volume of shipments under this RFO is 1,000 shipments.

3-7. General Services Administration (GSA) – Domestic and International (GSADC)

TSPs submitting rate offers in accordance with Section 3-7, may file rate offers applicable between the points specified in Section 5-2 and 5-3 and identified as Agency Specific Codes in Section 5-1.

3-7.1. Application.

GSADC applies to all domestic and international shipments for which the General Services Administration issues the Government Bill of Lading and/or the Commercial Bill of Lading.

3-7.2. PayPort Express.

As a possible future requirement, GSA is requesting rate offers be filed for GSADC for GSA's own internal employee relocations. This GSADC SRO will only be utilized if and when an agreement is reached between Citi Bank and GSA for the provision of third party payment services under the agreement known as PayPort Express. If an agreement is reached, more details about participation will be provided; however, TSPs should consider the 1% transaction fee that would be imposed on participating TSPs by Citi for PayPort Express when submitting their rates for GSADC.

3-7.3. Provider – Domestic and International

GSADC is requesting rate offers for the provision of Move Management Service (MMS) (M rates) only. Rates for General Transportation Services (G rates) will not be accepted.

3-7.4. Volume.

The GSADC is estimating that the volume of shipments under this RFO is 50 shipments.

3-8. Drug Enforcement Administration (DEA) – Domestic (DEADD)

3-8.1. General.

TSPs submitting rate offers in accordance with Section 3-8 may file rate offers applicable between the points specified in Section 5-2 and identified as Agency Specific Codes in Section 5-1.

3-8.2. Weight Variance.

In lieu of the weight variance of 115% as provided for in Section 2-7.12, all domestic shipments shall be subject to a 110% weight variance. A copy of the pre-move survey must be submitted via email to the booking counselor and to the employee within two (2) days from the date of the pre-move survey. The subject line of the email must contain the Government Bill of Lading (GBL) number, shipment type, last name of the employee and "Pre-move Survey."

3-8.3. Application of Rate Offers.

All domestic rate offers solicited for the DEA must incorporate the following accessorial services:

- ATC Charges
- All long carry charges at origin
- All long carry charges at destination
- All stair carries
- One-time elevator charge
- All charges associated with heavy or bulky items, to include piano/organ.
- All charges for shuttle service
- Crating up to \$250 (any amount above this must be approved by DEA)
- All uncrating
- Extra labor, long carry and all charges associated with Mini-storage.
- All Surcharges or Security fees associated with ocean portion of Alaska Moves

3-8.4. Domestic Volume.

The DEA is estimating that the volume of shipments under this RFO is 500 shipments.

3-8.5. Storage-In-Transit (SIT).

TSPs are required by the DEA to bill all SIT charges based on the destination listed on the GBL, not the actual SIT location. DEA is instructing the TSP that any shipment placed in SIT outside the 50-mile radius will be considered SIT at TSP's convenience (HTOS 5-5.2). Under the HTOS, TSPs are required to place shipments within a 50-mile radius of the destination unless the issuing office authorized in writing SIT over 50-miles from the destination shown on the GBL.

3-8.6. Excess weight.

DEA will issue a bill of lading and any other shipping document with all charges billed directly to the agency. The government will pay the total charges and the employee will reimburse the Government for the cost of transportation and other charges applicable to the excess weight. (Ref: 41 CFR 302-7-200)

All excess weight collection actions are handled by DEA. **The TSP is not to take any excess weight collection action and is not authorized to waive an overweight payment.** Weights should be reported 100% accurately and not falsified to fit the employee's entitlement.

TSP personnel at an employee's residence should not initiate discussions with the employee regarding the weight of the employee's household goods. If the employee initiates discussions with TSP personnel at an employee's residence regarding the weight of the employee's household goods, the only acceptable response is "the only way to determine the actual weight of your household goods is to have the moving van weighed once it is loaded with your household goods" and invite the employee to attend a weigh-in at either origin or destination. For billing purposes, two (2) sets of proper weight tickets are to be provided with excess weight shipments. The TSP is to notify the booking counselor via e-mail within two (2) days once the results of the first set of weight tickets have been obtained.

3-8.7 Shipment of Boats/Kayaks/Canoe.

The shipment of boats/kayaks/canoes requires advance approval. These items are defined as an open craft of a size that can accommodate an individual(s) to sit in it. These items are to be identified during the pre-move survey and a written request for shipment approval are to be submitted to the booking counselor within two (2) days after the pre-move survey.

3-8.8. Packed By Owner.

TSPs must ensure that packing lists do not include any items listed as "packed by owner (PBO)" or "contents unknown." Such descriptions are an immediate flag for close attention by Highway Patrol/Law Enforcement Personnel who could place shipments on hold pending search, which will severely delay delivery. Once on-site TSP personnel encounter cartons marked "PBO" they must: open the box, inspect the contents, assume liability, provide a detail description on the inventory and mark it packed by carrier.

3-8.9. Shipment Tracking.

All TSPs offering rates for DEA shipments must have a secure Internet website where travelers can track the status of their personal effects. Access must be password controlled and available only to traveler and/or its agency.

3-8.10. Claims Report.

At the end of each rate offer cycle the TSP is required to submit a Claims Report showing all claims paid during that tender period on all DEA shipments. Contact the Transportation Management Unit Chief (FAPM) to receive an electronic template/copy of this report.

3-8.11. Staffing Requirement.

All TSPs must use trained personnel qualified in their assigned duties in packing and or handling of personal property. TSPs personnel must be fluent in English at origin and at destination. TSP's personnel must have company issued Identification and in presentable company issued uniforms when performing work.

3-9. Department of State (DOS) – International (DOSDC)

3-9.1. General.

TSPs submitting rate offers in accordance with Section 3-9 may file rate offers applicable between the points specified in Section 5-2 and 5-3 and identified as Agency Specific Codes in Section 5-1. The DOS will only accept corporate level TSPs. All bookings and matters related to this RFO will be handled at the corporate level. The selection of the origin agent (s) will be at the sole discretion of the corporate level management.

3-9.1.1. Shipment Reporting.

1. **General:** The DOS reserves the right to discontinue tendering any services if the TSP does not provide the reports as outlined under the provisions in this section. Reports must be submitted directly to the respective Originating Agency, Despatch Agency or office. The DOS will periodically provide each TSP a list of e-mail addresses for all embassies and consulates.
2. **Electronic Data Interface (EDI):** A copy of EDI reporting requirements has been published and is available under Section 10. As the DOS continues to improve our transportation software additional fields may be added or changes made to existing fields. TSPs will have the 30 days to adjust and pilot changes to EDI requirements. A supplemental reporting form for new TSPs and to be used in case of EDI failure can be found in exhibit 3 this form shall only be used by new TSPs pending EDI implementation or upon request by the booking office.
3. **Pre-move survey:** A copy of the pre-move survey must be submitted to the booking counselor and ALMArchive@state.gov. The subject line of the email must contain the text "Pre-move Survey", shipment type, last name of the employee and, if it has been issued, the Work Order Bill (Bill of Lading (BOL)) number.
4. **Weights and pieces:** All TSPs offering rates will be required to provide weights and pieces within three calendar days for Unaccompanied Air Baggage (UAB) shipments and seven calendar days for surface shipments from the day after the shipment is picked up.
5. **Inventories:** **The TSP shall submit an electronic copy of the inventory to ALMArchive@State.gov no later than three days after the packout. The format of the email shall be: "Employee Name, Inventory, Shipment Number".**
6. **Routing details:** The TSP shall provide Routing details via EDI within three calendar days for UAB shipments and seven calendar days for surface shipments from the date permission to ship was granted by post. **In cases where permission to ship requires an adjustment of the RDD, the TSP shall report a follow up date on their notice of missed RDD.**
7. **Local agents:** For all shipments, the TSP must provide their selected Agent to the booking counselor within 24 hours from the time the initial booking was received.
8. **Permission to Ship:** For US to Post shipments the TSP shall report via EDI requesting permission to ship or a follow up date of the destination GSO office no later than one day after pack end. Permission to ship shall be reported in the EDI file the day after destination GSO office grants it. The email granting permission to ship or the follow up date shall be forwarded to TTMContracts@state.gov and ALMArchive@State.gov. Failure of post to respond to a request to ship shall be reported after three business days to TTMContracts@state.gov and ALMArchive@State.gov.
9. **EDI Field 11, Arrival Date:** **EDI field 11 is the ETA prior to delivery and it must remain a future date until the shipment has delivered. Reporting field 11 as a past date for a shipment that has not delivered is a false report and may be penalized.**
10. **EDI Field 12, Available Date:** **EDI field 12 is the available date, the date the TSP or agent has the shipment in their possession at destination and is prepared to deliver it. The arrival date shall not be reported as a past date without populating the available date field. Failure to report the**

available date may be grounds for a missed RDD.

11. **Foreign Flags:** The TSP shall report use of either US or Foreign Flag carrier via EDI per the procedures outlined in section 10 of the RFO. See also HTOS 5.3.1 Use of US and Foreign Flag Vessels.

3-9.1.2. Use of Agents .

1. **Use of Domestic Agents:** If services are being performed within the Washington, DC Metro area (defined as the 50 miles radius of the Washington monument), the forwarder shall utilize one of the local Non-temp storage (NTS) pack and crate companies if the employee has a permanent storage shipment. This will minimize the number of companies in the employee's residence. If there is no NTS shipment, or if the shipment is originating outside the Washington DC Metro area, the TSP may select an agent of their choosing.
2. **Use of International Agents:** TSPs may only use those designated agents abroad as defined under Section 9. The list of worldwide agents is updated monthly and changes will be shared with the active TSP currently participating.
3. **SCAC Code:** All TSPs used as agents in the United States must be registered with the Directory of Standard Multi-Modal Transportation Service Provider (NMFTA) and have an active Standard Carrier Alpha Code (SCAC). In addition TSPs must be registered and in good standing with the Better Business Bureau. Your packing company SCAC code must be unique to your organization and different from any of your affiliates.

3-9.1.3. Weight Variance.

In lieu of the weight variance of 115%, as provided for in Section 2-7.12, all international HHE surface shipments shall be subject to a 110% weight variance. CNS, UAB and HHE Air shipments are not subject to the weight variance. Additionally, when a shipment is surveyed at above 1,000 lbs and the actual gross weight is under 900 Lbs, the RTO must authorize the TSP in writing for the shipment to proceed to leave the warehouse or the TSP may only bill the actual weight of the shipment not the contract minimum of 1,000 Lbs.

3-9.1.4. Storage in Transit (SIT) charges.

Where storage and warehouse handling charges apply, based on location of the warehouse where SIT service is provided, SIT rates utilized are those of the destination point shown again on the Government Bill of Lading (GBL) rather than the actual point of storage.

3-9.2. Household Goods (HHG).

The percentage (%) cited in the submitting TSP's rate offer for the surface HHG represents a single-factor rate, based on the Base-Line Rates specified in Section 2-7.2.2.6, per 100 pounds net weight including full replacement value TSP liability as defined in Section 3-9.7 and HTOS, Section 9. The application of rates from/to the international point for the surface HHG shipment shall be based on the net weight of the shipment in pounds. The minimum weight is 1,000 pounds. Household effects (HHE) and Layette shipments that the RTO orders be sent by air should be billed at the filed rate for UAB. UAB guidelines concerning RDDs, minimum billable weight, air fuel surcharge and option to bill for dimensional weight apply.

3-9.2.1. Services included in rate.

1. Packing, including use of packing containers and materials from origin to destination, and unpacking. Residence Delivery for HHE, CNS and UAB including unpacking and removal of debris on the day of delivery. Shipping containers and packing materials furnished by the TSP will remain the property of the TSP. All lift vans must be of new wood and in compliance with the ISPM#15 Standard.
2. Servicing of appliances, except third party service.
3. Export and import documentation services involving customs clearances.
4. Removal and placement of each article in the residence/warehouse or other building.
5. Elevator, stair and excessive distance carry, piano/organ carry and/or heavy or bulky item charge.
6. Ferry, tunnel and bridge charges/tolls.
7. The first 30 Days of SIT and all associated SIT charges are inclusive of the filed rates. This includes all charges associated with pickup/delivery and warehouse related charges. SIT at origin for POVs is ONLY permitted when Post reports Diplomatic Accreditation will be delayed at destination pending custom clearance. SIT for POVs will not be authorized for employee convenience. The filed rates are also inclusive for first 30 Days of POV SIT and all associated POV SIT charges at origin when shipments are held pending post permission to ship. POV SIT shall be billed as a pass-through charge.
8. All rate offers solicited for the DOS must incorporate the following accessorial services:
 - a. ATC Charges.
 - b. All long carry charges at origin.

- c. All long carry charges at destination.
 - d. All stair carries.
 - e. Elevator charges also referred to as Inside Lift. An elevator or lift is defined as part of the permanent structure of the building.
 - f. All charges associated with heavy or bulky items, to include piano/organ.
 - g. All charges for shuttle service.
 - h. Crating up to \$250 (any amount above this must be approved by the DOS).
 - i. Only the standard charge (HTOS 12.13) for an additional pickup is allowed for a mini-storage, all other charges associated with the pickup from mini-storage facilities must be included.
 - j. Cost of special motorcycle container (Clip-Lok).
 - k. Bunker, War and Security Surcharges including 10-2 Rule Fees.
 - l. All POV Fuel Surcharge regardless whether transported via a separate household goods trailer or car carrier.
 - m. All sea and air fuel surcharges.
 - n. All cost and labor associated with television carton or box (LCD, LED, and Plasma Televisions) regardless of size.
 - o. Demurrage resulting from the packers discretionary consolidation of HHE and POV shipments
 - p. All taxes including Value Added Tax (VAT).
 - q. For shipments to Brazil and Venezuela only, rates must include all demurrage and or port changes charges.
9. All land, water, and air transportation, EXCEPT 3-9.2.2.below:

3-9.2.2. Services excluded from rate that require pre-approval for payment.

- 1. International Accessorial Service Rules for Labor Charges. Shipments originated from the United States to destinations abroad may not exceed 120 % of the charges as identified in Section 12.7 of the HTOS. Waivers may be considered only under extraordinary circumstances and if submitted at least 3 work days prior to the pickup date.
- 2. Storage, waiting time and/or handling charges caused by failure of the origin GBLIO/RTO to furnish acceptable customs documents or by refusal of customs officials to clear shipment will be billed at charges provided in HTOS, Section 12.17, when performed by TSP. When such services are performed by a third party, billing will be at the actual cost charged to the TSP, supported by paid third party invoices when reference applicable rate schedules and/or tariffs when charges are assessed in accordance with such publications.
- 3. Any Government or public authority ordered charges for inspection, disinfestations, decontamination, fumigation or demurrage or other charges occasioned by such orders not the fault of the TSP.
- 4. Servicing of articles requiring services of third parties.
- 5. Port congestion surcharges.
- 6. Additional land transportation charges for shipments picked up or delivered from or to storage-in-transit.

3-9.2.3. Services Not Authorized.

The Government shall not be held liable for or pay any invoices for fines including but not limited to parking fines incurred by the TSP or their agents.

3-9.3. Transit Times on International Shipments for HHE, CNS and Privately Owned Vehicles (POV).

In lieu of the transit times identified in Section 10 of the HTOS, the following criteria shall be used for determining international Required Delivery Dates (RDD) on the DOS shipments to and from the United States and foreign countries:

3-9.3.1. Transit Times on International Shipments for UAB and HHE by Air.

RDD for UAB and HHE by air shipments is 18 Days. In Iraq only, the RDD by air is 25 days.

3-9.3.2. Transit Times on International Shipments.

Required delivery dates for shipments going between international locations are specified in the chart Section 3-9.4. These RDDs will be adjusted as historical data becomes available to validate transit times.

Late Delivery Reduction. - INTERNATIONAL ONLY. (In lieu of Paragraph 8.4.1)

A late delivery reduction of \$100.00 per day will be payable to the Federal agency paying the transportation charges, for each calendar day or fraction thereof, when the actual transit time for direct delivery shipments exceeds the transit time as defined in Section 3-9.3 of the RFO, subject to the following items:

- 1. When the Government and the participant mutually agree to a transit time longer than the transit time as shown in this HTOS, the penalty will begin on the day after the agreed date.

2. When the Government and the participant mutually agree to a transit time chart other than the chart in this HTOS, the penalty will begin on the day after the agreed date;
3. When a shipment consigned to SIT at destination is en route and the destination is changed to a direct delivery, the transit time is negotiable and no penalty occurs for late delivery.
4. This item will apply only for shipments which: (a) weigh or are rated at 1000 pounds or more that are picked up during the period from October 1 through May 14 of each subsequent year; OR. (b) weigh or are rated at 1500 pounds or more that are picked up during the period from May 15 through September 30 of each year.
5. This item will not apply if delay is caused by reasons beyond the participant's control, described as "Impractical Operation" in the participant's governing Government Rate Tender.
6. This item will not apply to a shipment, or portion thereof, which is lost or destroyed in transit and cannot be delivered due to such loss or destruction.
7. This item will not apply to an overflow portion of the shipment when the overflow weight represents less than twenty (20) percent of the total shipment weight and contains nonessential items (possessions not needed to maintain day-to-day housekeeping during the period of time between delivery of the main portion of the shipment and delivery of the overflow).
8. This item will apply when re-consignment or diversion is made on a shipment, based on the applicable mileage and weight of the shipment from point of diversion to the new destination.
9. The total reimbursement shall not exceed an amount equal to total charges for the shipment, excluding SIT.
10. This payment satisfies the Government's right to equitable adjustment for failure to perform, but does not waive, mitigate, or satisfy any other right or remedy available to the Government on account of late delivery by the participant.

3-9.3.3. Calculating Transit Times.

Transit times will be calculated from the last day of pick up until the shipment is available for delivery. See country and RDD Chart in Section 3-9.4 for transit times. Transit time will not include the time between the request for permission from post to forward shipment and the response to send shipment. The request to forward shipment to post must be made within three business days after pack out is completed, the TSP shall copy ALMArchive@state.gov on the request to ship.

Shipments that are going to miss the RDD must have a Missed RDD form sent into the GBL Issuing Office [and ALMArchive@State.gov](mailto:ALMArchive@State.gov). **The GBL issuing office may specify a group email for notifications or waive this requirement. Missed RDD reports shall include the shipment number and "Missed RDD Report" in the subject line.** Contact the DOS Tender Administrator for a copy of the Missed RDD Form. **TSPs shall be notified via email by the GBL issuing office of missed RDDs and they will have 14 days from transmission of the notice to apply for exceptions to the RDD.** A report will be provided to all ITGBL providers listing total shipments completed within the calendar year and RDD statistics. Forwarders will have 10 days from receipt of this report to rebut any shipments that were completed within the month prior to receiving the report. **Failure to respond in a timely fashion may alone be grounds to apply the missed RDD reduction (HTOS 8.4.1). In cases where 8.4.1 applies, payment shall be made within 30 days of notice.** Failure to meet the RDD resulting from the TSPs discretionary consolidation of HHE and POV will not be considered an acceptable exception to the RDD.

3-9.4. Transit Times on International Shipments for surface HHE, CNS and POV.

In lieu of the transit times identified in Section 10 of the HTOS, the following criteria shall be used for determining international required delivery dates (RDD) on the DOS shipments to and from the United States and foreign countries:

Country	R D D		Country	R D D		Country	R D D
AFGHANISTAN	60		GERMANY	59		NORWAY	55
ALBANIA	66		GHANA	75		OMAN	62
ALGERIA	60		GREECE	60		PAKISTAN	61
ANGOLA	75		GRENADA	56		PALAU	60
ARGENTINA	62		GUATEMALA	58		PANAMA	58

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ARMENIA	61	GUINEA	75	PAPUA NEW GUINEA	73
AUSTRALIA	75	GUINEA-BISSAU	75	PARAGUAY	70
AUSTRIA	59	GUYANA	61	PERU	61
AZERBAIJAN	60	HOLY SEE	56	PHILIPPINES	75
AZORES	60	HONDURAS	58	POLAND	59
				PORT AU PRICE	45
BAHAMAS	45	HONG KONG	64	PORTUGAL	60
BAHRAIN	59	HUNGARY	56	QATAR	59
BANGLADESH	75	ICELAND	52	ROMANIA	66
BARBADOS	45	INDIA	74	RUSSIA	59
BELARUS	66	INDONESIA	73	RWANDA	75
				SAMOA	73
BELGIUM	56	IRAN	60	SAUDI ARABIA	55
BELIZE	58	IRAQ	60	SCOTLAND	60
BENIN	75	IRELAND	57	SENEGAL	75
BERMUDA	45	ISRAEL	61	SERBIA	66
BOLIVIA	60	ITALY	56	SIERRA LEONE	75
BOSNIA -HERZEGOVINA	54	JAMAICA	45	SINGAPORE	71
BOTSWANA	75	JAPAN	63	SLOVENIA	59
BRAZIL	75	JORDAN	61	SLOVAK REPUBLIC	60
BRUNEI	75	KAZAKHSTAN	75	SOMALIA	75
BULGARIA	66	KENYA	75	SOUTH AFRICA	75
BURKINA FASO	75	KOREA	67	SOUTH SUDAN	75
		KOSOVO	57	SPAIN	59
BURUNDI	75	KUWAIT	59	SRI LANKA	74
CAMBODIA	73	KYRGYZSTAN	60	SUDAN	75
CAMEROON	75	LAO PEOPLE'S DEMOCRATIC REP	73	SURINAME	61
CAPE VERDE	75	LATVIA	56	SWAZILAND	75
CENTRAL AFRICAN REPUBLIC	75	LEBANON	61	SWEDEN	55
CHAD	75	LESOTHO	75	SWITZERLAND	60
CHILE	62	LIBERIA	75	SYRIAN ARAB REPUBLIC	61
CHINA	75	LIBYA	60	TAIWAN	64
COLOMBIA	61	LITHUANIA	66	TAJIKISTAN	60
CONGO	75	LUXEMBOURG	56	TANZANIA	75
COSTA RICA	56	MACEDONIA	60	THAILAND	70
		REPUBLIC OF MADAGASCAR	75		
COTE D'IVOIRE	75			TOGO	75
CROATIA	56	MALAWI	75	TRINIDAD AND TOBAGO	51
CUBA	45	MALAYSIA	71	TUNISIA	56

CYPRUS	66	MALI	75	TURKEY	70
CZECH REPUBLIC	59	MALTA	46	TURKMENISTAN	75
DEMOCRATIC REPUBLIC OF THE CONGO	75	MARSHALL ISLANDS	60	UGANDA	75
DENMARK	55	MAURITANIA	75	UKRAINE	75
DJIBOUTI	75	MAURITIUS	75	UNITED ARAB EMIRATES	62
DOMINICAN REPUBLIC	45	MEXICO	48	UNITED KINGDOM	57
EQUADOR	63	MICRONESIA	56	URUGUAY	60
EAST TIMOR	75	MOLDOVA, REPUBLIC OF	60	UZBEKISTAN	75
EGYPT	60	MONGOLIA	75	VENEZUELA	61
EL SALVADOR	58	MONTENEGRO	60	VIET NAM	73
EQUATORIAL GUINEA	75	MOROCCO	59	WESTERN SAMOA	60
ERITREA	75	MOZAMBIQUE	75	YEMEN	75
ESTONIA	55	MYANMAR	67	ZAMBIA	75
ETHIOPIA	75	NAMIBIA	75	ZIMBABWE	75
FIJI	73	NEPAL	75		
FINLAND	55	NETHERLANDS	56		
FRANCE	56	NETHERLAND ANTILLES	61		
GABON	75	NEW ZEALAND	74		
GAMBIA	75	NICARAGUA	56		
GEORGIA	60	NIGER	75		
		NIGERIA	75		

3-9.5. Application of International Rates for Specific Cities within Countries.

TSPs submitting rate offers should file in accordance with Section 5-3.1.1. International Country Codes. To be considered for the DOS shipments, TSPs must file desired destinations in countries split by destination. Rate offers filed for destinations will be considered only for those destinations and "All Other Points" will apply to "All Other Points" in a country and not to split destinations. For instance, if the TSP files only "South Africa – All Other Points," the rates will be for South Africa – All Other Points. The TSP must file rates for Cape Town, Durban, Johannesburg, and Pretoria to be considered for those destinations. The following is a list of all countries that require rates to be broken down in to cities:

Afghanistan	Herat and Kabul
Australia	Adelaide, Brisbane, Canberra, Darwin, Melbourne, Perth and Sydney
Brazil	Brasilia, Recife, Rio De Janeiro and Sao Paulo
China	Beijing, Chengdu, Guangzhou, Shanghai and Shenyang
Iraq	Baghdad, Basrah, Erbil, Kirkuk and Mosul
Mexico	Ciudad Juarez, Guadalajara, Hermosillo, Matamoros, Merida, Mexico City, Monterrey, Nogales, Nuevo Laredo and Tijuana
Northern Mariana Islands	Saipan
Russia	Moscow, St. Petersburg and Vladivostock
South Africa	Capetown, Durban, Johannesburg and Pretoria
United Kingdom	London, Edinburgh and Northern Ireland

3-9.6. Released Valuation –International.

3-9.6.1. Transportation.

In lieu of the TSP liability at \$6.00 as provided for in the RFO Sections 2-7.5.3, the TSP must offer replacement or repair value for damaged or lost items or in case of total loss, at a base value of \$8.50 times the net weight of the shipment in pounds. There will be no additional cost to the DOS for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-9.7. Excess Released Value.

3-9.7.1. Transportation.

In the event the employee declares a value greater than the base valuation of \$8.50 times the net weight of the

shipment in pounds, a Full Value Protection Service Shipment Charge of \$0.85 per \$100 will apply on that portion of the valuation declared in excess of shipments released value of \$8.50 times the weight. To seek a greater value the employee is to contact the TSP and seek a quote and make full payment to the TSP. A copy of the added policy and certification that payment was collected must be provided by the TSP to the DOS counselor prior to having the GBL issued. The counselor will issue the GBL with the additional valuation.

3-9.7.2. Storage-in-Transit.

In the event that the employee declares a value greater than \$8.50 times the net weight of the shipment in pounds, a storage liability charge of \$0.18 per \$100 will apply on that portion of the valuation in excess of \$8.50 per pound released.

3-9.8. International Volume.

The DOS is estimating that the volume of shipments under this RFO is 10,100 shipments.

3-9.9. Instructions for Lift Vans to be used for shipment of Household Effects.

Containers/Lift Vans to be used for a surface shipment of household effects must be new soundly constructed of $\frac{3}{4}$ inch plywood, **lined with a waterproof barrier**, and reinforced with an inside framework with a base for easy access for forklift or any other lifting equipments. Wooden containers must be heat treated or fumigated in compliance with ISPM 15 standard, and/or the requirements of the destination country. Full consideration should be given to eliminating damage to the effects from exposure to inclement weather, salt water, salt atmosphere, possible violent external forces incident to ocean and/or inland transportation, and rough handling, to insure safe and undamaged arrival of the effects at the destination. Caulking compound must be used when wooden container panels are assembled to insure watertight joints. The DOS will not accept containers constructed of Oriented Strand Board (OSB). The dimensions of a standard container/lift van are 87 x 47 x 87 inches. Any special requests for unusual size lift vans shall be specifically stated in the written authorization.

Sealing Lift Vans at residence

In lieu of sealing requirements in HTOS 5.3.8 the following provision applies. Lift vans shall be nailed shut and sealed at origin residence. Six serial numbered tamper evident self voiding un-reseal-able seals are required for each household goods lift van. These seals will secure both ends by overlapping two seals on each side to the ends of door panels about 1/3 the distance from the top and bottom of the container and one each from the top and bottom panels to the ends of doors of the lift van. Seal numbers shall be recorded on the inventory, either beside the container number or annotated by individual container number on the last page of the inventory. The employee or his or her representative will initial on the last page of the inventory attesting to the correct seal numbers listed on the inventory.

Lining and Banding of All Shipping Containers

Steel tension banding shall be applied prior to containerization but does not have to be applied at the residence.

A. Steel tension banding shall be applied prior to containerization but does not have to be applied at the origin residence.

B. The interior of all containers or lift vans shall be **lined with polyethylene with minimum thickness of .004 inch**. Lining must be applied in such a manner that it is free from holes or tears and laps occur only where the ceiling liner meets the side and end liners. **The floor of the container must be lined with similar waterproof material**. Any other type of waterproof material barrier must have prior approval of the DOS before use.

C. Steel tension banding shall be applied tight and secure to all wooden and plywood containers after loading and sealing. On containers 1.36 cubic meters (48 cubic feet) or less, steel tension banding of a minimum size of 1.905 centimeters (3/8 inch) in width by .0889 centimeters thick (.035 inch) may be used. On containers over forty-eight (48) cubic feet steel tension strapping of a minimum size of 3.149 centimeters (1 1/4 inch) in width by .0889 centimeters thick (.035 inch) shall be used.

D. Containers 1.36 cubic meters (48 cubic feet) or less, shall be banded by a minimum of two steel bands perpendicular to the base positioned about one-fourth (1/4) the distance from each end of the container. Containers over 1.36 cubic meters (48 cubic feet) shall have two bands of steel tension strapping secured perpendicular to the base, positioned so they pass through the openings in the base left for the entry of handling equipment. Two additional tension bands shall be applied girth-wise, parallel to the base, around the four sides of the container, one band positioned approximately one-fourth (1/4) the distance from the top. Wood cleats, tie blocks, or braces are to be used under tension banding when necessary to insure stability or to bridge

unsupported spans.

3-9.10. Preparation of Unaccompanied Air Baggage (UAB) for Shipment.

- A. All articles shall be packed into a shipping container of suitable capacity so all useable space is occupied, which will insure a shipment of the least tare weight and smallest cubic measurement compatible with safe transportation to destination without damage to container or contents.
- B. All cartons, boxes, wrapping and cushioning materials, and shipping containers used by the contractor in the performance of services under this contract shall be new, clean, dry, and free from any substance injurious to the article to be packed and contain no wooden skids.
- C. All shipping containers provided by the contractor(s) for the protection of baggage shall be tri-wall fiberboard boxes 5, 10 or 15 cube (inside measurement) with a minimum 900-pound test burst strength. The box is made of FOUR LINERS / THREE FLUTES as: liner1 / flute / liner 2 / flute / liner 3 / flute / liner 4. The thickness of the box is ½ inch.
- D. UAB containers come in 3 sizes 5, 10 and 15 cube cartons. The dimensions of the cartons are:

Internal Cube		L	W	H	Inches
5	CUBE	30	18	16.5	
10	CUBE	37	19	27	
15	CUBE	37	24	30	

The carton dimensions will vary no more than two inches due to the overwrap material and small manufacturing variance in the cardboard, in no case shall dimensions exceed 15 cube without written authorization for unusual circumstances.

E. Packed items of air freight may not exceed the following weights of 90.90 kilograms or 200 pounds per carton.

F. If there are articles that are too large to fit into the standard containers, the contractor must first notify the Transportation Advisory Section to determine if those items are allowable.

G. The maximum weight of any packed container shall not exceed 90.72 Kilograms gross weight (200 pounds) without prior approval of the authorizing Government Agency.

H. All packed baggage must be completely wrapped in a reinforced kraft-asphalt-kraft waterproof material prior to banding.

I. Metal tension strapping of a minimum width of 1.905 centimeters (3/4 inch) must be used for banding trunks, footlockers and wooden cases. Only glass filament tape shall be used for banding suitcases or other soft containers.

J. All banding of baggage shall be a minimum of three (3) straps to each piece, one (1) lengthwise and two (2) around the girth. After wrapping and banding, each piece of baggage must be stenciled according to the instructions received from the authorizing Government Agency. The gross weight in metric with the English equivalents in parenthesis of each and the serialized number (i.e. 1 of 1; 1 of 4; 2 of 4; 3 of 4; etc.) must also be stenciled on the outside of each piece of baggage.

K. D containers are not to be used.

3-9.11. Billing through Department of State.

US Bank Freight Participation

TSPs submitting a rate offer(s) in accordance with this RFO for DOS traffic are required to register with US Bank Freight Payment as a DOS trading partner and must use the PAYMENT MANAGER version. US Bank Freight Payment's fee for this service is 1% of the invoice price, which is paid by the TSP.

TSPs NOT currently doing business with the DOS in US Bank Freight Payment MUST contact Ms. Colleen Coyne at CoyneCM@state.gov and the A/LM ARCHIVE at A/LMARCHIVE@STATE.GOV within one week of receipt of this RFO. Ms. Coyne will provide interested TSPs with the information necessary to get set up with US Bank Freight Payment. The subject line of the email MUST be "US Bank Freight Payment Registration" and include the tender number you will be submitting your rate offer under.

Once all required information has been submitted to US Bank Freight Payment, they will provide the TSP with a contract to sign and return to them (no more than two weeks after receipt of the contract). Once the contract is received, US Bank Freight Payment will establish a "trading partner" relationship between the TSP and the DOS in US Bank Freight Payment. The TSP will then receive an introductory package from US Bank Freight Payment and will be provided additional information regarding the system and training.

Registration has already been completed for those TSPs currently doing business with the DOS in US Bank Freight Payment. However, if a TSP has not yet been set up to use PAYMENT MANAGER, they must contact US Bank Freight Payment and obtain access.

In order to most efficiently streamline the auditing process and help expedite the payment of TSP vouchers, the supporting documents should be attached to each TSP invoice in US Bank Freight Payment (a function only available in PAYMENT MANAGER).

NOTE: The DOS's system will only accept one 1(one) Invoice per Work Order Number. Once an invoice has gone to "Approval Final", "Payment Initiated" or "Payment Settled" in US Bank Freight Payment, the TSP must contact the issuing office to request a SUPPLEMENTAL Work Order (i.e. NEW Work Order Number) for any additional charges due on the shipment.

The DOS does not use the E-bill function in US Bank Freight Payment for additional payments as our system sees them as another "invoice." E-bills can only be used for refunds to the DOS (when the DOS or the TSP discovers that there was an overpayment).

TSPs must enter the ACTUAL PICK-UP DATE in the Notice Status field in US Bank Freight Payment.

3-9.12. Excess weight charges.

The DOS will issue a bill of lading and any other shipping document with all charges billed directly to the agency. The government will pay the total charges and the employee will reimburse the Government for the cost of transportation and other charges applicable to the excess weight. (Ref: 41 CFR 302-7-200)

Overweight shipments: If a shipment is overweight the TSP shall put the shipment on hold and notify the booking counselor of the shipment being overweight. A status report should also be sent in at this time. If the rate is on file with TMSS the TSP shall not quote a dollar amount for the overweight to the employee or the counselor. The DOS office will pull the rate from TMSS and collect from the employee. If it was an OTO bid, the overweight cost shall be quoted to the booking office. All collections shall be handled by the DOS and not the ITGBL forwarder. **Under NO circumstances are you authorized to waive an overweight payment.** The TSP shall report Weights shall be 100% accurately and not modified to fit the employee's entitlement. Once payment has been received, the DOS will notify you that the shipment can be forwarded to destination. This hold time does not count against your transit time.

3-9.13. Shipment of Boats, Kayaks or Canoes.

The DOS will not authorize the shipment of boats, kayaks or canoes. These items are defined as an open craft of a size that can accommodate an individual(s) to sit in it. The TSP shall refuse the shipment of boats, kayaks, or canoes. Acceptance of boats, kayaks or canoes renders the TSP solely responsible for all related handling costs including returning the boat, kayak, or canoe to the point of origin.

3-9.14. Packed By Owner.

TSPs must ensure that packing lists do not include any items listed as "packed by owner (PBO)" or "contents unknown." Such descriptions are an immediate flag for close attention by Customs and Transportation Security Agency Officials, who could place shipments on hold pending search, which will severely delay delivery. If company encounters a PBO they must open the box, inspect the contents, assume liability, provide a detail description on the inventory and mark it packed by carrier.

3-9.15. Non-acceptance of locked gun cabinets and other similar items.

TSPs shall ensure that packing lists do not include any items listed as "locked gun safe" or any other locked container. TSPs shall clearly annotate the inventory and must describe the make, model, and serial number(s) of any firearm(s).

3-9.16. Shipment Tracking.

All TSPs offering rates for international DOS shipments must have a secure Internet website where travelers can track the

status of their personal effects. Access must be password controlled and available only to traveler and/or its agency.

3-9.17. Claims Report.

At the end of each rate offer cycle the TSP is required to submit a Claims report showing all claims paid during that rate offer period on all DOS shipments. Contact the DOS Tender Administrator to receive an electronic copy of this report.

3-9.18. Staffing Requirement - Domestic and International.

All TSPs must use trained personnel qualified in their assigned duties in packing and or handling of personal property. TSPs personnel must include at least one employee that is fluent in English at origin and or destination services. TSP personnel must also be fluent in language of foreign country. The TSP shall not employ a Tiered Helpdesk designed to improve Enterprise Efficiency for service calls related to DOSDC or DOSDD.

3-9.19. Pickup and delivery hours.

Pick-up and deliveries will be performed on weekdays during normal business hours (8 am-6 pm local time). Weekend and holiday services are not authorized. If a required delivery date falls on a holiday or weekend the service shall be performed on the next business workday. Only the RTO can authorize services after 6pm or on weekends/holidays. The Forwarder (s) shall provide a three hour window during which the owner of the goods can expect the TSP to arrive to commence packing, delivery or POV pickup or delivery. If for any reason this schedule cannot be met, the Contractor(s) and owner shall mutually agree on a date and time to finish the packing and notify the appropriate Transportation Office of the change and the reasons therefore. The TSP shall make a date available within two days of the originally scheduled pack out. **Packout dates will be set when the shipment is assigned. TSPs shall not arrange different dates unless the employee has notified the counselor of the requested change.**

3-9.20. Multiple Tender Numbers.

A TSP shall not submit multiple tender numbers when submitting rates for international or domestic moves. Only one tender number shall be submitted for domestic and one for International. Submission of multiples could result in the DOS selecting only one or not selecting any at all.

3-9.21. Shipment consolidations.

Before consolidating multiple UAB shipments or HHE and POV shipments check with the Embassy to determine if doing so will cause customs delays. Consolidation is not an acceptable reason for missed RDDs and does not relieve the TSP of Released Valuation as defined elsewhere in RFO and Special Instructions. Excess demurrage caused by consolidation of HHE and POV shipments is not an acceptable accessorial expense.

3-9.22. Additional TSP Responsibilities.

The (ITGBL Freight Forwarder's) TSP's vehicle **MUST** be in good condition and with the name of the company permanently (Non Magnetic) affixed/placed on the outside of the vehicle.

3-9.23. GSA Form 3080 Household Goods Carrier Evaluation Report:

In addition to: **2-6.5.6. Completion of GSA Form 3080**, the following provisions apply. **TSPs should initiate the 3080 via the electronic 3080 module in GSA's Transportation Management Services Solution (TMSS) system. TSPs can access the 3080 module by going to [TMSS](#) and clicking on the link to TMSS/CHAMP Shipments. TSPs can then click on the link to Electronic GSA 3080 along the right-hand side of the log on page and then click on "Initiate."** When completing the 3080 information for shipments booked by the DC office, for the Agency Move Coordinator (AMC) email enter DC3080@state.gov and enter 190000105 for the requested Federal Agency ID Code (FAIC). For shipments booked by the DOS offices other than the DC office, please enter 190000105 for the FAIC and contact the booking office for instructions on the correct AMC email to enter. **It is imperative that this information be entered correctly when submitting 3080s for delivered DOS shipments. If you have any questions about GSA's electronic 3080, please contact Robyn Bennett at robyn.bennett@gsa.gov.** Under no circumstances shall the TSP send the customer a 3080 form soliciting the Traveler's Social Security Number.

3-9.24. Forms required for the exportation of POV.

Exhibit 1 List of Forms

Exhibit 2 Power of attorney format

Exhibit 3 Supplemental Reporting form (from 3-4.1.1)

Exhibit 4 Reporting locations

3-9.25. Forms required for the importation of Personal Effects including POVs.

WITH THE EXCEPTION OF THE II RC-159 THE FOLLOWING DOCUMENTS MUST BE PROVIDED TO THE TSP BY THE TRAVELER PRIOR TO PICKUP OF THE HHG or POV FOR US IMPORTATION. **Do not request the SSN in association with any form.** If an SSN is requested the passport number shall be used in its place.

Exhibit 5 CBP Form 3299 for Free Entry of Unaccompanied Articles (All)

Dated 10-2009

Exhibit 6 DOT HS-7 Declaration for Motor Vehicles Importation (POV Only)

Dated 5-2006

Exhibit 7 EPA 3520-1 Air Pollution Compliance (POV Only)

Dated 9-2009

Exhibit 8 II RC-159 Treasury Department Supplemental Declaration (All)

See 3-4.9.4

3-10. Department of State (DOS) – Domestic (DOSDD)

3-10.1. General.

TSPs submitting rate offers in accordance with Section 3-10, may file rate offers applicable between the points specified in Section 5-2 and identified as Agency Specific Codes in RFO Section 5-1.

3-10.2. Released Valuation.

In lieu of the TSP liability at \$6.00 as provided for in the Section 2-7.5.2 the TSP must offer replacement or repair value for damaged or lost items or in case of total loss, shipments being released at a base value of \$6.50 times the net weight of the shipment in pounds.. There will be no additional cost to the DOS for this level of service during transit or SIT. The storage liability charge does not apply for the basic released value.

3-10.3. Excess Released Value.

3-10.3.1. Transportation .

In the event the employee declares a value greater than the base valuation of \$6.50 times the net weight of the shipment in pounds, a Full Value Protection Service Shipment Charge of \$0.85 per \$100 will apply on that portion of the valuation declared in excess of shipments released value of \$6.50 times the weight.

3-10.3.2. Storage-in-Transit.

In the event that the employee declares a value greater than \$6.50 times the net weight of the shipment in pounds, a storage liability charge of \$0.18 per \$100 will apply on that portion of the valuation in excess of \$6.50 per pound released.

3-10.4.1 Application of Rate Offers.

Services included in domestic rate

(95% of all domestic shipments are expected to be delivered to the DOS storage facility in Hagerstown, MD for NTS)

All domestic rate offers solicited for the DOS **are rated at the** Max-pack **and must incorporate** unpacking and the following accessorial services:

- r. ATC Charges
- s. All long carry charges at origin
- t. All long carry charges at destination
- u. All stair carries
- v. Elevator charges also referred to as Inside Lift. An elevator or lift is defined as part of the permanent structure of the building.
- w. All charges associated with heavy or bulky items, to include piano/organ.
- x. All charges for shuttle service
- y. Crating up to \$250 (any amount above this must be approved by the DOS)
- z. All uncrating
- aa. Only the standard charge (HTOS 12.13) for an additional pickup is allowed for a mini-storage, all other charges associated with the pickup from Mini Storage facilities must be included
- bb. Cost of special motorcycle container (Clip-Lok)
- cc. All Surcharges or Security fees associated with ocean portion of Alaska Moves
- dd. All POV Fuel Surcharge regardless whether transported via a separate household goods trailer or car carrier
- ee. All cost and labor associated with television carton or box (LCD, LED, and Plasma Televisions) requirements.

All inclusive final billing (excluding fuel) must not exceed the TMSS filed rate.

3-10.4.2 Services Not Authorized

The Government shall not be held liable for or pay any invoices for fines including but not limited to parking fines incurred by the TSP or their agents.

3-10.5. Domestic Accessorial Service Rules for Labor Charges.

Unless specifically approved in writing by the DOS at least 3 work days prior to the pickup date, charges for extra labor be by the CHAMP approved TSP or by a 3rd party service provider, cannot exceed the discounted pricing identified in Item 120 of the GSA01. Waivers may be considered only under extraordinary circumstances.

3-10.6.1. Domestic Volume.

The DOS is estimating that the volume of shipments under this RFO is 3,000 shipments.

3-10.6.2. Domestic Affiliated Van Lines.

International Transfers may have a domestic component. Where there is a domestic component of an international move forwarders shall have the ability to work with a single Van Line per cycle. The van line selected by TSP for the contract cycle must have DOS non-alternating rate offers on file in TMSS. Associated van lines with rates that are not cost effective may be grounds for non-use. The TSP and their affiliated Van Line for the current contract cycle shall have non-

alternating rates available in TMSS for all 48 **contiguous** states as origin and or destinations in order to participate in the domestic or international TOS. For example, if a TSP has filed rates to Spain they shall have rates on file to and from Spain for all for all locations in the 48 **contiguous** states as origins and destinations. The majority of the domestic van line shipments affiliated with international moves originating outside of the DC area will go to our DOS Hagerstown storage facility.

3-10.7. Storage In Transit (SIT).

TSPs are required by the DOS to bill all SIT charges based on the destination listed on the GBL, not the actual SIT location. Any shipment placed in SIT outside the 50-mile radius shall be considered SIT at TSP's convenience (HTOS 5.5.2) unless the issuing office authorized in writing SIT over 50-miles from the destination listed on the GBL.

3-10.8. Billing through Department of State.

US Bank Freight Participation

TSPs submitting a rate offer(s) in accordance with this RFO for DOS traffic are required to register with US Bank Freight Payment as a DOS trading partner and must use the PAYMENT MANAGER version. US Bank Freight Payment's fee for this service is 1% of the invoice price, which is paid by the TSP.

TSPs NOT currently doing business with the DOS in US Bank Freight Payment MUST contact Ms. Colleen Coyne at CoyneCM@state.gov and the A/LM ARCHIVE at A/LMARCHIVE@STATE.GOV within one week of receipt of this RFO. Ms. Coyne will provide interested TSPs with the information necessary to get set up with US Bank Freight Payment. The subject line of the email MUST be "US Bank Freight Payment Registration" and include the tender number you will be submitting your rate offer under.

Once all required information has been submitted to US Bank Freight Payment, they will provide the TSP with a contract to sign and return to them (no more than two weeks after receipt of the contract). Once the contract is received, US Bank Freight Payment will establish a "trading partner" relationship between the TSP and the DOS in US Bank Freight Payment. The TSP will then receive an introductory package from US Bank Freight Payment and will be provided additional information regarding the system and training.

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NOTE: The DOS's system will only accept one 1(one) Invoice per Work Order Number. Once an invoice has gone to "Approval Final", "Payment Initiated" or "Payment Settled" in US Bank Freight Payment , the TSP must contact the issuing office to request a SUPPLEMENTAL Work Order (i.e. NEW Work Order Number) for any additional charges due on the shipment.

The DOS does not use the E-bill function in US Bank Freight Payment for additional payments as our system sees them as another "invoice." E-bills can only be used for refunds to the DOS (when the DOS or the TSP discovers that there was an overpayment).

TSPs must enter the ACTUAL PICK-UP DATE in the Notice Status field in US Bank Freight Payment.

3-10.9. Excess weight charges.

The DOS will issue a bill of lading and any other shipping document with all charges billed directly to the agency. The government will pay the total charges and the employee will reimburse the Government for the cost of transportation and other charges applicable to the excess weight. (Ref: 41 CFR 302-7-200)

Overweight shipments: If a shipment is overweight the TSP shall put the shipment on hold and notify the booking counselor of the shipment being overweight. A status report should also be sent in at this time. If the rate is on file with TMSS the TSP shall not quote a dollar amount for the overweight to the employee or the counselor. The DOS office will pull the rate from TMSS and collect from the employee. If it was an OTO bid, the overweight cost shall be quoted to the booking office. All collections shall be handled by the DOS and not the ITGBL forwarder. **Under NO circumstances are you authorized to waive an overweight payment.** The TSP shall report Weights shall be 100% accurately and not modified to fit the employee's entitlement. Once payment has been received, the DOS will notify you that the shipment can be forwarded to destination. This hold time does not count against your transit time.

3-10.10. Shipment of Boats, Kayaks or Canoes.

The DOS will not authorize the shipment of boats, kayaks or canoes. These items are defined as an open craft of a size that can accommodate an individual(s) to sit in it. The TSP shall refuse the shipment of boats, kayaks, or canoes. Acceptance of boats, kayaks or canoes renders the TSP solely responsible for all related handling costs including returning the boat, kayak, or canoe to the point of origin.

3-10.11. Packed By Owner.

TSPs must ensure that packing lists do not include any items listed as "packed by owner (PBO)" or "contents unknown." Such descriptions are an immediate flag for close attention by Customs and Transportation Security Agency Officials, who could place shipments on hold pending search, which will severely delay delivery. If company encounters a PBO they must open the box, inspect the contents, assume liability, provide a detail description on the inventory and mark it packed by carrier.

3-10.12. Non-acceptance of locked gun cabinets and other similar items.

TSPs shall ensure that packing lists do not include any items listed as "locked gun safe" or any other locked container. TSPs shall clearly annotate the inventory and must describe the make, model, and serial number(s) of any firearm(s).

3-10.13. Shipment Tracking.

All TSPs offering rates for international DOS shipments must have a secure Internet website where travelers can track the status of their personal effects. Access must be password controlled and available only to traveler and/or its agency.

3-10.14. Claims Report.

At the end of each rate offer cycle the TSP is required to submit a Claims report showing all claims paid during that rate offer period on all DOS shipments. Contact the DOS Tender Administrator to receive an electronic copy of this report.

3-10.15. Staffing Requirement.

All TSPs must use trained personnel qualified in their assigned duties in packing and or handling of personal property. TSPs personnel must include at least one employee that is fluent in English at origin and or destination services. TSP personnel must also be fluent in language of foreign country. The TSP shall not employ a Tiered Helpdesk designed to improve Enterprise Efficiency for service calls related to DOSDC or DOSDD.

3-10.16. Pickup and delivery hours.

Pick-up and deliveries will be performed on weekdays during normal business hours (8 am-6 pm local time). Weekend and holiday services are not authorized. If a required delivery date falls on a holiday or weekend the service shall be performed on the next business workday. Only the RTO can authorize services after 6pm or on weekends/holidays. The Forwarder (s) shall provide a three hour window during which the owner of the goods can expect the TSP to arrive to commence packing, delivery or POV pickup or delivery. If for any reason this schedule cannot be met, the Contractor(s) and owner shall mutually agree on a date and time to finish the packing and notify the appropriate Transportation Office of the change and the reasons therefore. The TSP shall make a date available within two days of the originally scheduled pack out.

3-10.17. Multiple Tender Numbers.

A TSP shall not submit multiple tender numbers when submitting rates for international or domestic moves. Only one tender number shall be submitted for domestic and one for International. Submission of multiples could result in the DOS selecting only one or not selecting any at all.

3-10.18. Shipment consolidations.

Before consolidating multiple UAB shipments or HHE and POV shipments check with the Embassy to determine if doing so will cause customs delays. Consolidation is not an acceptable reason for missed RDDs and does not relieve the TSP of Released Valuation as defined elsewhere in this RFO and Special Instructions. Excess demurrage caused by consolidation of HHE and POV shipments is not an acceptable accessorial expense.

3-10.19. Additional TSP Responsibilities.

The (ITGBL Freight Forwarder's) TSP's vehicle **MUST** be in good condition and with the name of the company permanently (Non Magnetic) affixed/placed on the outside of the vehicle.

3-10.20. Inventories.

The TSP shall submit an electronic copy of the inventory to ALMArchive@State.gov no later than three days after the packout. The format of the email shall be: "Employee Name, Inventory, Shipment Number".

3-10.21. GSA Form 3080 Household Goods Carrier Evaluation Report:

In addition to: 2-6.5.6. Completion of GSA Form 3080, the following provisions apply. **TSPs should initiate the 3080 via the electronic 3080 module in GSA's Transportation Management Services Solution (TMSS) system. TSPs can access the 3080 module by going to TMSS and clicking on the link to TMSS/CHAMP Shipments. TSPs can then click on the link to Electronic GSA 3080 along the right-hand side of the log on page and then click on "Initiate." When completing the 3080 information for shipments booked by the DC office, for the Agency Move Coordinator (AMC) email enter DC3080@state.gov and enter 190000105 for the requested Federal Agency ID Code (FAIC). For shipments booked by the DOS offices other than the DC office, please enter 190000105 for the FAIC and contact the booking office for instructions on the correct AMC email to enter. It is imperative that this information be entered correctly when submitting 3080s for delivered DOS shipments. If you have any questions**

about GSA's electronic 3080, please contact Robyn Bennett at robyn.bennett@gsa.gov. Under no circumstances shall the TSP send the customer a 3080 form soliciting the Traveler's Social Security Number.

3-10.22. Forms required for the exportation of POV.

- Exhibit 1 List of Forms
- Exhibit 2 Power of attorney format
- Exhibit 3 Supplemental Reporting form (from 3-4.1.1)
- Exhibit 4 Reporting locations

3-10.23. Forms required for the importation of Personal Effects including POVs.

WITH THE EXCEPTION OF THE II RC-159 THE FOLLOWING DOCUMENTS MUST BE PROVIDED TO THE TSP BY THE TRAVELER PRIOR TO PICKUP OF THE HHG or POV FOR US IMPORTATION. **Do not request the SSN in association with any form.** If an SSN is requested the passport number shall be used in its place.

- | | | |
|--|------------|---------------|
| Exhibit 5 CBP Form 3299 for Free Entry of Unaccompanied Articles | (All) | Dated 10-2009 |
| Exhibit 6 DOT HS-7 Declaration for Motor Vehicles Importation | (POV Only) | Dated 5-2006 |
| Exhibit 7 EPA 3520-1 Air Pollution Compliance | (POV Only) | Dated 9-2009 |
| Exhibit 8 II RC-159 Treasury Department Supplemental Declaration | (All) | See 3-4.9.4 |

3-11. Department of State (DOS) – Hagerstown, MD (DOSHW)

3-11.1. General.

The DOS maintains a warehouse in Hagerstown, MD. In this warehouse are shipments of household goods effects that at some point in the past have been placed there in a permanent and/or extended storage status. Rates submitted in accordance with Section 3-11 are for the door-to-door delivery of these shipments to their final destination at an international location in accordance with the instructions provided on the government issued Bill of Lading. Shipments may be crated or loose. Services to be provided are non-personal services and include all necessary labor, materials and facilities for pickup, receipt, weighing, and delivery. These services will be at the direction of the DOS and in accordance with this RFO and the HTOS.

3-11.2. Application.

Except for the exceptions and additions noted elsewhere in this Section 3-11, all provisions of DOSDC as identified in section 3-9 of this RFO also apply to DOSHW.

3-11.3. Volume.

Between August 1, 2012 and July 31, 2013, there were approximately 246 shipments with an average weight of 3,000 pounds. However, and as with all estimates, there is no guarantee of shipments and the DOS reserves the right to discontinue any services at its discretion without recourse from the selected TSPs.

3-11.4. Rate Offers.

Rate offers will only be accepted for shipments originating from the Hagerstown, MD warehouse (Service Area MD00) to all international locations. Rates will not be accepted for shipments from the international locations back to the Hagerstown, MD warehouse.

3-11.5. Department of State, Hagerstown Warehouse Responsibilities.

Upon receipt of notification from the TSP that they accept an offered shipment, the designated Hagerstown Staff member will arrange to have the offered household goods effects staged and available within 48 hours of notification/acceptance from the selected TSP. For partial storage removals, the Hagerstown staff will be afforded ample time to communicate storage removal actions with the owner of the household goods effects. This is contingent on the owner's actions and timeliness. Upon completion, the designated Hagerstown staff member will notify the Operations staff and TSP that the household goods effects are available for pickup. Prior to the pack/pickup date, Hagerstown will notify the TSP of weights and pieces to be removed, any unusual items requiring special attention and if the existing liftvan may be used or if a new liftvan is required. TSPs will be provided with existing inventories on all shipments moving under DOSHW.

3-11.6. TSP Responsibilities.

Upon receipt of the Allocation worksheet, the TSP shall contact the designated Hagerstown Staff member within 24 hours of receipt to obtain shipment availability. The TSP is required to pack all liftvans on site at the Hagerstown warehouse. TSPs must then deliver the household goods effects back to its agent's warehouse for preparation and shipment to its final destination in accordance with all DOSDC and DOSHW guidelines. The TSP will be self-supporting in all aspects of their operations. The TSP shall furnish all equipment, materials and tools needed to pack and transport the shipment. All debris generated by the TSP must be removed by the TSP. The TSP may use the ISPM 15 containers the household goods effects are already packed in or will ensure that brand new ISPM#15 standard crates (as defined in DOSDC) are used for all export shipments to post. The TSP shall affix 6 seals according to the standards laid out above in DOSDC to

lift vans loaded at the Hagerstown warehouse. The TSP shall band lift vans prior to containerization but banding is not required prior to departing the Hagerstown warehouse. The date that the shipment is reported by Hagerstown as available is the pack date to be used to compute the Required (RDD) Delivery Date. All work at the Hagerstown warehouse facility must be completed during operating hours and the TSP must leave the premises prior to the warehouse closing at 4:00 PM.

3-11.7. Claims.

In lieu of the TSP liability identified in 2-7.5.3, 3-9.6. and 3-9.7., the TSP must offer replacement or repair value for damaged or lost items or in case of total loss, a maximum valuation of \$500.00 per shipment. Under the provisions of DOSHW, the TSP is to settle any small claims related to household goods effects shipments in the amount of \$500.00 US dollars or less. Any claims exceeding that amount can be referred to the DOS for processing under the Military and Civilian Claim Act of 1964 as amended. All other provisions of DOSDC and the HTOS will apply.

Exhibit 1

THE FOLLOWING DOCUMENTS MUST BE PROVIDED TO THE TSP BY THE TRAVELER PRIOR TO PICKUP OF THE POV:

1. The front and back copy of the title OR a certificate of origin
(Forwarder will have a copy of the CFR 192.2 should U.S. Customs ask for the original title. Electronic copies of the title are not acceptable)
2. The original lien release (if the title shows a financial institution)
3. If the name on the title or lien is different than the name on the GBL, attach a copy of the marriage certificate.
4. The Government Bill of Lading (GBL)
5. A copy of the passport
6. A copy of the applicable travel authorization or travel order
7. Two copies of a power of attorney; (use the generic power of attorney form attached)
8. A copy of a valid driver's license
9. A completed Form JF 49 (State Department form) prepared by the employee. This form contains the required information on POV and pickup location)

Note to Transportation Counselor and Employee: All documents must be in the possession of the freight forwarder at least ten (10) calendar days prior to the pickup date

Note to Forwarder: If ALL documents are not received from the employee at least 10 calendar days prior to the pickup date, immediately notify the counselor and Operations Management at Transportationquery@state.gov that the POV pickup must be cancelled.

The employee will provide all of the POV documents to the forwarder except for the JF 49. The employee will provide the JF 49 to the Transportation Counselor

Note to Forwarder: Forwarder is required to brief the employee before pickup that at time of pickup the POV may not have more than ¼ tank of gas, no personal items, no after-market additions (i.e. ski / bike racks); you or anyone acting on your behalf will sign off on a condition report and accept a set of keys.

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Exhibit 3

This form is only to be used by new carriers pending adoption of EDI or as requested by the booking office.

Daily ITGBL Shipment Status Report- _____ HHE, UAB, CNS or POV

CARRIER'S NAME: _____

Packing Information Weight and pieces must be reported within five calendar days for UAB and seven calendar days for HHE, CNS and POV from the day after the shipment is picked up. Report should reach the DOS Office via e-mail to: TTMContracts@state.gov

Employee's Name _____

DA Shipment Number (Box 18 of GBL) _____

Pack Begin/Pack End/Pick-up Date _____/_____/_____

Origin/Destination (city, state and country) _____

GBL Number _____

Survey Weight _____

Pieces _____

Gross Weight _____

Net Weight _____

Cube _____

Date Requested Post's Permission to Ship _____

Date Permission Granted _____ (If post fails to respond within 3 days notify the booking office).

*Date Info Emailed to State Department (update with current date when information changes) _____

Shipping Information Shipping details must be reported within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post.

Date delivered to Pier _____

Port of Origin (no abbreviations) _____

Full Name of Airline/Shipping Lines _____

Ship Name _____

Voyage/Flight Number _____

Departure/Sail Date _____

Port of Discharge (air/sea) no abbreviations _____

ETA at Destination _____

Booking Number or Airway/Master Bill # _____

*Date Info Emailed to State Department (update with current date when information changes) _____

Delivery Information: Delivery information must be reported within one business day after the shipment is delivered to SIT or residence.

RDD _____

Date available for delivery (or put in SIT) _____

Date Delivered to Residence (actual not scheduled date) _____

Remarks if any (such as delay in Notification, Change Booking Details etc.) _____

*Date Info Emailed to State Department (update with current date when information changes) _____

Exhibit 4

Notification Procedures for all DA's for the- Daily ITGBL Shipment Status Report.

Please copy ALMArchive@STATE.GOV for ALL shipments.

Shipment number starting with **DC** Send report to TTMCONTRACTS@state.gov

Shipment number starting with **AI** Send report to AID, Copy to TTMCONTRACTS and to the counselor

Shipment number starting with **MI** Send report to USDA Miami, Copy to TTMCONTRACTS and to the counselor

Shipment number starting with **SE** Send report to USDA Seattle, Copy to TTMCONTRACTS and to the counselor

Shipment number starting with **EL** Send report to USDA ELSO, Copy to TTMCONTRACTS and to the counselor

Shipment number starting with **BR** Send report to USDA Brownsville, Copy to TTMCONTRACTS and to the counselor

Instructions for completing CBP Form 3299 for Free Entry of Unaccompanied Articles Dated 10-2009 (see Exhibit 5).

The 3299 must be completed as defined below. The employee will complete 1-7, the carrier's port agent will complete 8. A-F. **DO NOT** include the Employee's social security number (SSN) on the form.

Part I

To be completed by The Employee

1. Employee's full name as it appears in the passport
2. Employee's Date of Birth
3. Date the Employee will arrive
4. Employee's US Address including phone number if available
5. City where the Employee will clear customs (if available)
6. Name of Arriving Vessel carrier and flight/train (if available)
7. Names(s) of Accompanying Household Members

To be completed by The Carrier

8. Importation information
 - A. Date of Import
 - B. Name of Vessel
 - C. Origin of Shipment
 - D. Bill of Lading or Air Way Bill number
 - E. Number and kinds of containers
 - F. Marks and Numbers (see above, **DO NOT include the Employee's social security number (SSN) on the form).**

Part II

To be completed by The Carrier

The Employee is returning U.S. Personnel. The carrier is responsible for ensuring that all staff (including origin agents) are aware that DOS staff are US personnel and thus must complete Part III not Part II.

Part III

To be completed by The Employee

1. Date of Employee's last departure from the U.S. To be obtained from the Employee.
2. Employees Travel Orders. To be provided by the Employee.

Part IV

To be completed by The Employee

- A. If applicable.
- B. If applicable If item B (7) is selected duties may be collected.
- C. If applicable.
- D. Must be filled in only if selections were made from items A, B and C.

Part V

To be completed by The Carrier.

1. Name, 2. Sign & Date

Part VI

To be completed by The Employee

1. B. To be Selected, 2. Signed and 3. Dated

Part VII Leave Blank

Exhibit 5

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

FORM APPROVED OMB NO. 1651-0014 Exp. 01-31-2010

DECLARATION FOR FREE ENTRY OF UNACCOMPANIED ARTICLES

19 CFR 148.6, 148.52, 148.53, 148.77

Paperwork Reduction Act Statement: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651-2010. The estimated average time to complete this application is 45 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 799 9th Street, NW., Washington DC 20229.

PART I -- TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY OF ARTICLES (Please consult with the CBP official for additional information or assistance. REMEMBER--All of your statements are subject to verification. False declarations or failure to declare articles could result in penalties.)

1. IMPORTER'S NAME (Last, first and middle)	2. IMPORTER'S DATE OF BIRTH	3. IMPORTER'S DATE OF ARRIVAL
4. IMPORTER'S U.S. ADDRESS	5. IMPORTER'S PORT OF ARRIVAL	
	6. NAME OF ARRIVING VESSEL CARRIER AND FLIGHT/TRAIN	
7. NAME(S) OF ACCOMPANYING HOUSEHOLD MEMBERS (wife, husband, minor children, etc.)		

8. THE ARTICLES FOR WHICH FREE ENTRY IS CLAIMED BELONG TO ME AND/OR MY FAMILY AND WERE IMPORTED	A. DATE	B. NAME OF VESSEL/CARRIER	C. FROM (Country)	D. B/L OR AWB OR I.T. NO.
E. NUMBER AND KINDS OF CONTAINERS	F. MARKS AND NUMBERS			

PART II -- TO BE COMPLETED BY ALL PERSONS EXCEPT U.S. PERSONNEL AND EVACUEES

9. RESIDENCY ("X" appropriate box) I declare that my place of residence abroad <input type="checkbox"/> is <input type="checkbox"/> was	A. NAME OF COUNTRY	B. LENGTH OF TIME Yr. Mo.		
C. RESIDENCY STATUS UPON MY/OUR ARRIVAL ("X" One) <input type="checkbox"/> (1) Returning resident of the U.S. <input type="checkbox"/> (2) Nonresident: <input type="checkbox"/> a. Emigrating to the U.S. <input type="checkbox"/> b. Visiting the U.S.				
10. STATEMENT(S) OF ELIGIBILITY FOR FREE ENTRY OF ARTICLES I the undersigned further declare that ("X" all applicable items and submit packing list) :				
<table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> A. Applicable to RESIDENT and NONRESIDENT <input type="checkbox"/> (1) All household effects acquired abroad for which free entry is sought were used abroad for at least one year by me or my family in a household of which I or my family was a resident member during such period of use, and are not intended for any other person or for sale. (9804.00.05, HTSUSA) <input type="checkbox"/> (2) All instruments, implements, or tools of trade, occupation or employment, and all professional books for which free entry is sought were taken abroad by me or for my account or I am an emigrant who owned and used them abroad. (9804.00.10, 9804.00.15, HTSUSA) </td> <td style="width: 50%; vertical-align: top;"> C. Applicable to NONRESIDENT ONLY <input type="checkbox"/> (1) All household effects acquired abroad for which free entry is sought were used abroad for at least one year by me or my family in a household of which I or my family was a resident member during such period of use, and are not intended for any other person or for sale. (9804.00.05, HTSUSA) <input type="checkbox"/> (2) Any vehicles, trailers, bicycles or other means of conveyance being imported are for the transport of me and my family and such incidental carriage of articles as are appropriate to my personal use of the conveyance. (9804.00.35, HTSUSA) </td> </tr> </table>			A. Applicable to RESIDENT and NONRESIDENT <input type="checkbox"/> (1) All household effects acquired abroad for which free entry is sought were used abroad for at least one year by me or my family in a household of which I or my family was a resident member during such period of use, and are not intended for any other person or for sale. (9804.00.05, HTSUSA) <input type="checkbox"/> (2) All instruments, implements, or tools of trade, occupation or employment, and all professional books for which free entry is sought were taken abroad by me or for my account or I am an emigrant who owned and used them abroad. (9804.00.10, 9804.00.15, HTSUSA)	C. Applicable to NONRESIDENT ONLY <input type="checkbox"/> (1) All household effects acquired abroad for which free entry is sought were used abroad for at least one year by me or my family in a household of which I or my family was a resident member during such period of use, and are not intended for any other person or for sale. (9804.00.05, HTSUSA) <input type="checkbox"/> (2) Any vehicles, trailers, bicycles or other means of conveyance being imported are for the transport of me and my family and such incidental carriage of articles as are appropriate to my personal use of the conveyance. (9804.00.35, HTSUSA)
A. Applicable to RESIDENT and NONRESIDENT <input type="checkbox"/> (1) All household effects acquired abroad for which free entry is sought were used abroad for at least one year by me or my family in a household of which I or my family was a resident member during such period of use, and are not intended for any other person or for sale. (9804.00.05, HTSUSA) <input type="checkbox"/> (2) All instruments, implements, or tools of trade, occupation or employment, and all professional books for which free entry is sought were taken abroad by me or for my account or I am an emigrant who owned and used them abroad. (9804.00.10, 9804.00.15, HTSUSA)	C. Applicable to NONRESIDENT ONLY <input type="checkbox"/> (1) All household effects acquired abroad for which free entry is sought were used abroad for at least one year by me or my family in a household of which I or my family was a resident member during such period of use, and are not intended for any other person or for sale. (9804.00.05, HTSUSA) <input type="checkbox"/> (2) Any vehicles, trailers, bicycles or other means of conveyance being imported are for the transport of me and my family and such incidental carriage of articles as are appropriate to my personal use of the conveyance. (9804.00.35, HTSUSA)			
B. Applicable to RESIDENT ONLY <input type="checkbox"/> All personal effects for which free entry is sought were taken abroad by me or for my account. (9804.00.45, HTSUSA)				

PART III -- TO BE COMPLETED BY U.S. PERSONNEL AND EVACUEES ONLY

I, the undersigned, the owner, importer, or agent of the importer of the personal and household effects for which free entry is claimed, hereby certify that they were in direct personal possession of the importer, or of a member of the importer's family residing with the importer, while abroad, and that they were imported into the United States because of the termination of assignment to extended duty (as defined in section 148.74(d) of the Customs Regulations) at a post or station outside the United States and the CBP Territory of the United States, or because of Government orders or instructions evacuating the importer to the United States; and that they are not imported for sale or for the account of any other person and that they do not include any alcoholic beverages or cigars. Free entry for these effects is claimed under Subheading No. 9805.00.50, Harmonized Tariff Schedule of the United States.

1. DATE OF IMPORTER'S LAST DEPARTURE FROM THE U.S.	2. A COPY OF THE IMPORTER'S TRAVEL ORDERS IS ATTACHED AND THE ORDERS WERE ISSUED ON:
--	--

PART IV -- TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY OF ARTICLES (Certain articles may be subject to duty and/or other requirements and must be specifically declared herein. Please check all applicable items and list them separately in item D on the reverse.)

A. For U.S. Personnel, Evacuees, Residents and Non-Residents <input type="checkbox"/> (1) Articles for the account of other person. <input type="checkbox"/> (3) Firearms and/or ammunition. <input type="checkbox"/> (5) Fruits, plants, seeds, meats, or birds.	B. For Residents and Non-Residents ONLY <input type="checkbox"/> (2) Articles for sale or commercial use. <input type="checkbox"/> (4) Alcoholic articles of all types or tobacco products. <input type="checkbox"/> (6) Fish, wildlife, animal products thereof. C. For Resident ONLY <input type="checkbox"/> (7) Foreign household effects acquired abroad and used less than one year. <input type="checkbox"/> (9) Personal effects acquired abroad. <input type="checkbox"/> (10) Foreign made articles acquired in the United States and taken abroad on this trip or acquired abroad on another trip that was previously declared to CBP. <input type="checkbox"/> (11) Articles taken abroad for which alterations or repairs were performed abroad.
---	---

CBP Form 3299 (10/09)

Exhibit 5 Continued

D. LIST OF ARTICLES

(1) ITEM NUMBER CHECKED IN PART IV, A., B., C.	(2) DESCRIPTION OF MERCHANDISE	(3) VALUE OF COST OF REPAIRS	(4) FOREIGN MERCHANDISE TAKEN ABROAD THIS TRIP: <i>State where in the U.S. the foreign merchandise was acquired or when and where it was previously declared to CBP.</i>

PART V -- CARRIER'S CERTIFICATE AND RELEASE ORDER

The undersigned carrier, to whom of upon whose order the articles described in PART I, 8., must be released, hereby certifies that the person named in Part I, 1., is the owner or consignee of such articles within the purview of section 484(h), Tariff Act of 1930.

In accordance with provisions of section 484(h), Tariff Act of 1930, authority is hereby given to release the articles to such consignee.

1. NAME OF CARRIER

2. SIGNATURE OF AGENT (Print and sign) Date

PART VI -- CERTIFICATION TO BE COMPLETED BY ALL PERSONS SEEKING FREE ENTRY

I, the undersigned, certify that this declaration is correct and complete.

1. "X" One

☐ A. Authorized Agent* (From facts obtained from the importer)

☐ B. Importer

2. SIGNATURE

3. DATE

**An Authorized Agent is defined as a person who has actual knowledge of the facts and who is specifically empowered under a power of attorney to execute this declaration (see 19 CFR 141.19, 141.32, 141.33).*

PART VII -- CBP USE ONLY
(Inspected and Released)

1. SIGNATURE OF CBP OFFICIAL

2. DATE

CBP Form 3299 (10/09)

Instructions for completing DOT HS-7 Declaration for Motor Vehicles Importation Dated 5-2006 (see Exhibit 6)

A cleaner copy of this form may be obtained from www.nhtsa.gov. As of June 4, 2010 the form is at <http://www.nhtsa.gov/cars/rules/import/hs799short.pdf>

To be completed by The Carrier

- Port of Entry
- Customs Port Code
- Customs Entry No.
- Entry Date.

To be completed by The Employee

- Make of Vehicle
- Model, Year
- Vehicle Identification Number (VIN)
- The Employee shall select the appropriate eligibility number on the form (1-13). Re-imported US manufactured vehicles are eligible under 2A.
- Name of Importer
- Importer's Address
- Name of Declarant
- Declarant's Capacity (Owner)
- Sign and Date.

Exhibit 6

HS-7 (Rev. 05-2006)

OVER:
70124-434d

EPA 3520-1 Air Pollution Compliance (POV Only) Rev. 10-10 (see Exhibit 7)

To be completed by The Employee

- 4. Vehicle Identification Number (VIN) .
- 5. Manufacture Date
- 6. Manufacturer (make)
- 7. Model
- 10. Owner
- 12. Signature
- 13. Date
- 14. Name, company and phone

To be completed by The Carrier

- 1.-3.
- 9. Importer
- 11. Storage location

Commercial imports, leave blank


- 8. Applies only to codes A,C,J,Z

U.S. conforming and “identical” vehicles

Appropriate box to be selected by employee. Notify TransportationQuery@state.gov if vehicle is non-conforming do not move without authorization from DOS Transportation Operations.

Exhibit 7

Form Approved OMB 2060-0095

 United States Environmental Protection Agency Declaration Form Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations U.S. E.P.A., Compliance & Innovative Strategies Division, 2000 Traverwood Drive, Ann Arbor, MI 48105 http://www.epa.gov/otaq/imports Phone (734) 214-4100; Fax (734) 214-4676.			
<p>This form must be submitted to the U.S. Customs and Border Protection (Customs) (42 USC 7522, 7601; 19 CFR 12.73) for each motor vehicle (including motorcycles, disassembled vehicles, kit cars, light-duty vehicle/motorcycle engines) imported into the U.S., except that this form is not required for motor vehicles that are imported by their original manufacturer and are new and are covered by an EPA certificate of conformity and bear an EPA emission control label. One form per shipment may be used, with attachments including all information required to fully describe each vehicle or engine as below. Check the box below indicating the provisions under which you are importing this vehicle or engine. Offroad vehicles/engines and heavy-duty engines must use form 3520-21. Note: Although only imports using codes G, I, K, L, M-3, and O require specific written authorization from EPA, Customs may request EPA review of importer documentation and eligibility for any import using this form. A nonconforming vehicle that is ineligible for the exemptions or exclusions listed below, must be imported through an independent commercial importer (ICI) under codes A, C, J, or Z. For codes A, C, J, and Z, EPA does not authorize the release to the vehicle owner.</p> <p>Penalties: Any person who knowingly makes any false or fraudulent statement, or omits or conceals a material fact can be fined up to \$250,000 or imprisoned for up to 5 years, or both (18 USC 1001). Any person who improperly imports a motor vehicle (including a motorcycle) or engine may be fined up to \$32,500 per vehicle or engine (42 USC 7524), and may be subject to forfeiture of the entire importation bond, if applicable (40 CFR 85.1513), and the U.S. Customs Service may seize the vehicle or engine (19 CFR 162.21).</p>			
Description and Declaration of Motor Vehicle or Motor Vehicle Engine (Note: Heavy-duty Engines must use form 3520-21)			
1. Port code:	2. Entry date: (mm/dd/yyyy)	3. Customs entry number:	4. Vehicle Identification Number (VIN), or engine serial number:
5. Manufacture date (mm/yyyy):		6. Manufacturer (make):	7. Model:
8. ICI imports only, codes A, C, J, Z - EPA certificate no., model year and expiration date of applicable certificate:			
Names, Addresses, and Telephone Numbers of Relevant Parties Certification: I certify that I have read and understand the purpose of this form, the penalties for falsely declaring information, or for providing misleading information, or for concealing a material fact. The information I have provided is correct, and all required attachments are appended to this form. I authorize EPA Enforcement Officers to conduct inspections or testing permitted by the Clean Air Act. I am the owner, importer, or agent for the owner or importer.			
9. Importer (code B: must be certificate holder or their agent for shipments of new vehicles prior to introduction into commerce; codes A, C, J, Z: must be ICI):	10. Owner:	11. Storage location:	12. Signature:
			13. Date:
			14. Name, company and phone (type or print):
U.S. conforming and "identical" vehicles <input type="checkbox"/> code B - U.S. certified - unmodified vehicle bearing a U.S. EPA emission control label in engine compartment (or on motorcycle frame) in English. <input type="checkbox"/> code F - U.S. certified, catalyst restoration - U.S. certified vehicle as described above, except that the catalyst, oxygen sensors or fuel filler neck restrictor were removed or damaged. The importer attests that the catalyst and oxygen sensors and fuel filler neck restrictor, as applicable, will be re-installed or replaced after importation. If leaded gasoline was used, the importer attests that after importation (1) the fuel tank will be drained and refilled with unleaded gasoline, (2) the catalyst and oxygen sensors, if they were left on the vehicle during use of the leaded gasoline, will be replaced, and (3) the fuel filler neck restrictor will be checked and replaced as necessary. No bond or EPA approval is required. <input type="checkbox"/> code EE - identical in all material respects to a U.S. certified version - either 1) Canadian vehicle (proof required e.g. Canadian emission control label, registration or title, or letter from the U.S. or Canadian manufacturer representative on letterhead verifying manufacture for sale in Canada) on EPA list of Canadian "identical" models, or 2) vehicle from any country with letter attached to this form from the manufacturer's U.S. representative on letterhead (not a dealer or mechanic) stating that the vehicle is identical to a U.S. EPA certified version with respect to emissions. The importer attests that vehicle is being imported for purposes other than resale or lease. For import of "identical" Canadian vehicles for resale, use code FF . <input type="checkbox"/> code FF - Canadian "identical" models imported for resale or lease - Canadian vehicle as described above appearing on EPA list of Canadian "identical" models, imported for resale or lease. The importer attests that the importer will satisfy applicable labeling, warranty and CAFÉ requirements as specified by EPA. EPA exempted vehicles <input type="checkbox"/> code M - miscellaneous exemption , either 1) Canadian vehicle as described above (proof required) and the importer is either permanently emigrating to the U.S. or will reside in the U.S. for greater than one year under a worker or student visa, or 2) Canadian vehicle received by U.S. resident through inheritance, or 3) EPA hardship letter based on unforeseen and extraordinary circumstances is attached to this form. <input type="checkbox"/> code E - vehicle at least 21 years old (calendar year of manufacture subtracted from year of importation) and in original unmodified configuration is either exempted or excluded from EPA emission requirements, depending on age. Vehicles at least 21 years old with replacement engines are not eligible for this exemption unless they contain equivalent or newer EPA certified engines. Customs may require proof of vehicle age.			

EPA Form 3520-1 (Rev. 10-10) Previous editions are obsolete

Pg 1 of 2

Exhibit 7 Continued



United States
Environmental Protection Agency

Excluded vehicles

- ☐ **code L - racing vehicle** as determined by EPA and may not be registered or licensed for use on or operated on public roads or highways (40 CFR 85.1511(e)). **EPA letter of approval must be attached to this form.**
- ☐ **code U -2005 model year (or older) motorcycle, scooter or moped** with engine displacement less than 50cc and with rated speed greater than 5000 rpm.
- ☐ **code W - non-chassis-mounted engine** to be used in a light-duty vehicle or light-duty truck or motorcycle which is currently covered by an EPA certificate or will be covered by an EPA certificate prior to introduction into commerce.
- ☐ **code Y - unregulated fuel** - a vehicle that: (1) for model years earlier than 1991 operates on fuel other than gasoline or diesel fuel, or (2) for 1991- 1996 model years operates on fuel other than gasoline or diesel or methanol fuel, or (3) for 1997 and later model years operates on fuel other than gasoline or diesel or methanol or ethanol or compressed natural gas (CNG) or liquid petroleum gas (LPG), including propane. This exemption does not apply to 2004 and later model year vehicles.

Temporary imports

- ☐ **code G** - imported for **repair or alteration** in accordance with 40 CFR 85.1511(b)(1). May not be registered or licensed for use on, or operated on public roads or highways, or sold or leased in the U.S. **Customs bond required.** EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.
- ☐ **code I** - imported for **testing** purposes in accordance with 40 CFR 85.1511(b)(2). May not be registered or licensed for use on or operated on public roads or highways (except operation that is integral to the purpose of the testing program) or sold or leased in the U.S. **Customs bond required.** EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.
- ☐ **code K** - imported for **display** (solely for public or business purposes, and not for private purposes or U.S. market sales promotions) in accordance with 40 CFR 85.1511(b)(4). May not be registered or licensed for use on or operated on public roads or highways (except operation that is integral to the purpose of the display) or sold or leased in the U.S. **Customs bond required.** EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.
- ☐ **code N** - imported for up to one year by member of the armed forces or personnel of a foreign government on assignment to the U.S., for whom free entry has been authorized in writing by the U.S. Department of State, or a member of the armed forces of a foreign country with official orders for duty in the U.S.
- ☐ **code O** - imported by nonresident for personal use by an individual for a period up to a year. EPA letter of approval must be attached to this form.

Independent commercial importer (ICI) imports

- ☐ **code A** - imported by an ICI for modifications in accordance with a valid EPA certificate of conformity issued for the specific make, model, and model year in accordance with 40 CFR 85.1505.
- ☐ **code C** - imported by an ICI for modification and testing in accordance with 40 CFR 85.1509. Vehicle must be at least 6 years old.
- ☐ **code J** - imported by an ICI for the purpose of pre-certification testing in order to obtain an EPA certificate of conformity. No EPA approval is required. The ICI has 180 days to obtain a certificate or export (40 CFR 85.1511(b)(3)). **Customs bond required.**
- ☐ **code Z** - imported by an ICI for the purpose of modifying to be identical to an original equipment manufacturer (OEM) certified version in accordance with written instructions from the OEM that are specific to the vehicle being imported.

OEM imports

- ☐ **code H** - imported, owned, and controlled directly by an original equipment manufacturer (OEM) on EPA list of OEM certificate holders provided to Customs, for research, development or testing purposes in accordance with 40 CFR 85.1706. This is a temporary exemption without time limit. If the vehicle is subsequently covered by an applicable EPA certificate of conformity, it is released from the restrictions of this exemption.
- ☐ **code Q** - imported, owned, and controlled directly by an original equipment manufacturer (OEM) on EPA list of OEM certificate holders provided to Customs, for storage pending receipt of the applicable EPA certificate of conformity, which is pending and imminent. Use of this code is no longer permitted once EPA has issued the applicable certificate of conformity.

U.S. Department of Transportation Requirements

Note: Importers of vehicles that are primarily manufactured for use on public roads must also file an HS-7 Declaration form to identify the basis for the vehicle's admission under the laws administered by the U.S. Department of Transportation. For more information, see www.nhtsa.dot.gov/cars/rules/import/.

Paperwork Reduction Act Notice

This information is collected to ensure that motor vehicles and engines imported into the U.S. conform with applicable emission requirements. Responses to this collection are mandatory (40 CFR 85.1501 et seq., and Clean Air Act Sections 203 and 208). Information submitted to the Agency under a claim of confidentiality will be safeguarded according to policies set forth in Title 40, Chapter 1, Part 2, Subpart B. The public reporting and recordkeeping burden for this collection of information is estimated to average 30 minutes per response. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

II RC-159 Treasury Department Supplemental Declaration (see Exhibit 8)

Background: Office of Management and Budget (OMB) has found that the II RC-159 Treasury Department Supplemental Declaration does not meet guidelines and cannot be demanded by customs officers as a routine form. Nonetheless, some customs officers still require this form possibly causing transportation delays if the form is unavailable. Although the form is not authorized, the forwarder should request the form as the traveler may not be available when the shipment is clearing customs. **Instruct the employee not to fill in the SSN field.** Supply a copy of the passport instead.

The carrier is directed to accept the form and keep it on file. It must not be submitted as a part of a standard customs package. If a customs officer requests the form the carrier is asked to contact our office with the name of the officer so the DOS can work with CBP to resolve the issue. DOS will advise carriers of revised instructions as the situation develops.

Exhibit 8

TREASURY DEPARTMENT
U.S. CUSTOMS SERVICE

SUPPLEMENTAL DECLARATION FOR
UNACCOMPANIED PERSONAL AND HOUSEHOLD EFFECTS

1. OWNER OF HOUSEHOLD GOODS (Last name, first and middle)		
2. DATE OF BIRTH:	3. CITIZENSHIP	
4. PASSPORT (Country and number)		
5. SOCIAL SECURITY NO:	6. RESIDENT ALIEN NO:	
7. U.S. ADDRESS	10. EMPLOYER	
11. POSITION WITH COMPANY		
8. FOREIGN ADDRESS		
12. LENGTH OF EMPLOYMENT		
9. REASON FOR MOVING	13. NATURE OF BUSINESS	
14. NAME & TELEPHONE OF COMPANY OFFICIAL WHO CAN VERIFY ABOVE INFORMATION		
15. NAME AND ADDRESS OF FREIGHT FORWARDERS, PACKERS AND SHIPPING AGENTS		
16. SHIPMENT ITINERARY (Specific place of loading and intermediate ports)		
17. CERTIFICATION	A. AUTHORIZATION AGENT	B. IMPORTER (Check One)
18. SIGNATURE		

FORM II-RC-159

SECTION 4 EVALUATION AND ACCEPTANCE

4-1. Evaluation.

4-1.1. General.

Evaluation of a TSP's rate offer(s) for transportation services will be based on the combination of the TSP's service performance and its offered charges. That combination will take the form of a Value Index (VI) as explained below.

4-1.2. Performance Evaluation.

4-1.2.1. DOMESTIC. For the 2013-2014 Filing Cycle, evaluation of the TSP's service performance will be based on data collected from Traffic Managers for a twelve (12) month period and a Customer Satisfaction Index (CSI) measuring each individual TSP's performance against the average level of performance will be assigned. In those instances when there was no data furnished, the TSP will be considered "Unindexed" and its performance will not be a factor in the evaluation.

4-1.2.2. INTERNATIONAL. For the 2013-2014 Filing Cycle, evaluation of the TSP's service performance will be based on data collected from Traffic Managers for a twelve (12) month period and a Customer Satisfaction Index (CSI) measuring each individual TSP's performance against the average level of performance will be assigned. In those instances when there was no data furnished, the TSP will be considered "Unindexed" and its performance will not be a factor in the evaluation.

4-1.3. Value Index (VI).

4-1.3.1. Computation. A TSP's VI is computed at the time **each** cost comparison is run. The computation uses the following steps:

- (1) A base total charges is computed for the cost comparison by adding together
 - Total Transportation Charges (line-haul, packing, and accessorial);
 - SIT Charges for 30 days (pickup/delivery & storage);
 - The greatest vehicle price offered by all TSPs for that cost comparison, if applicable; and
 - The UAB Charge, if applicable (average of the weight breaks found in the base-line rate table in Section 2-7).

This base total is absent any discounts or percentages.

- (2) The average charge by all TSPs on that route is calculated.
- (3) The average discount is calculated by subtracting the average charge from the base total charges (#1 and #2 above)
- (4) The charge for each individual TSP is calculated based on its offered discounts/percentages/rates.
- (5) Each individual TSP's discount is calculated by using the absolute value (abs) of the amount determined by subtracting the TSP's charge from the base total charges (abs (#1 and #4 above))
- (6) The Discount Index (DI) for each TSP is computed by dividing each TSP's discount by the average discount and multiplying the result by 100 (#5/#2, above)*100).
- (7) The VI for each TSP is finally computed by summing 70% of the TSP's Customer Satisfaction Index (CSI) with 30% of the DI ((.7*CSI)+(.3*#6, above)).

Example 1. If a TSP's CSI is 105.37 and its DI is 91.55, its VI = 101.22

$((105.37 \cdot .70) + (91.55 \cdot .30)).$

Example 2. If a TSP has no CSI and its DI is 137.96, its VI = 41.39

$((0 \cdot .70) + (137.96 \cdot .30)).$

4-2. Acceptance.

4-2.1. Domestic.

Accepted offers will be listed on the GSA Cost Comparisons for Federal Agency use based on the VI as computed in Section 4-1.3, and in accordance with provisions of Section 4-3.

4-2.2. Agency Specific.

Accepted offers will be listed on the GSA Cost Comparisons for Federal Agency use based on the VI as computed in Section 4-1.3, and in accordance with provisions of Section 4-3.

4-2.3. International.

Accepted offers will be listed on the GSA Cost Comparisons for Federal Agency use based on the VI as computed in Section 4-1.3, and in accordance with the provisions of Section 4-3.

4-3. Cost Comparison Listing.

4-3.1. Definitions.

4-3.1.1. New TSP. New TSP as used in this provision means a TSP approved to participate in the GSA's CHAMP after February 1, 2013.

4-3.1.2. Indexed TSP. Indexed TSP as used in this provision means any TSP, except a new TSP, for which GSA can calculate a CSI.

4-3.1.3. Unindexed TSP. Unindexed TSP as used in this provision means any TSP, except a new TSP, for which GSA cannot calculate a CSI for this Filing Cycle.

4-3.1.4. Filing Cycle. Filing Cycle as used in this provision means the period November 1, 2013 through October 31, 2014, unless such period is changed by the PMO in Kansas City, Missouri.

4-3.2. TSP Categories.

4-3.2.1. Category 1. All new TSPs will be listed on the cost comparison in cost ascending order.

4-3.2.2. Category 2. Category 2 TSPs are those with VI of 100.0 or greater. All TSPs with a VI equal to or greater than 100.0 as computed in accordance with Section 4-1.3 will be listed in VI descending order. TSPs with a VI less than 100.0 will be listed in no order and be identified as Category 3 TSPs.

4-3.2.2.1. Category 3. Category 3 are all TSPs with a VI of 99.99 or less and all unindexed TSPs. These TSPs will be randomly selected and randomly sorted on each cost comparison requested by a Federal Agency.

SECTION 5 FILING CODES AND ABBREVIATIONS

5-1. Agency Specific Codes.

Listed below are the Federal civilian agencies/locations for which GSA is requesting rate offers for agency specific. The following codes will be used when completing electronic rate transmission record requirements that apply to a specific agency as specified in Section 6.

Federal Agency Name	Location	Code	Application	Type
Federal Bureau of Prisons Relocation Service	Washington, DC	FBPDC	Domestic & International	Alternating
Federal Aviation Agency	Washington, DC	FAAIN	International (Excluding off-shore points of Hawaii, Puerto Rico, Guam, & Virgin Islands)	Alternating
Federal Aviation Agency	Oklahoma City, OK	FAADC	Domestic (Including off-shore points of Hawaii, Puerto Rico, Guam, & Virgin Islands)	Alternating
Drug Enforcement Agency	Washington, DC	DEADC	International	Alternating
Drug Enforcement Agency - (refer to Section 3-8)	Washington, DC	DEADD	Domestic	Non-Alternating
Department of Veterans Affairs - (refer to Section 3-2)	Washington, DC	DVADC	Domestic	Non-Alternating
Department of Veterans Affairs - (refer to Section 3-3)	Washington, DC	DVADC	International	Non-Alternating
Department of Interior, National Business Center - (refer to Section 3-4)	Denver, CO	NBCCO	Domestic & International	Non-Alternating
US Geological Survey - (refer to Section 3-5)	Reston, VA	GEOVA	Domestic & International	Non-Alternating
US Forest Service - (refer to Section 3-6)	Albuquerque, NM	FSVNM	Domestic & International	Non-Alternating
General Services Administration - (refer to Section 3-7)	Arlington, VA	GSADC	Domestic & International	Non-Alternating
Department of State - (refer to Section 3-9)	Washington, DC	DOSDC	International	Non-Alternating
Department of State - (refer to Section 3-10)	Washington, DC	DOSDD	Domestic	Non-Alternating
Department of State – (refer to Section 3-11)	Washington, DC	DOSHW	International	Non-Alternating

5-2. Domestic Service Areas.

The following codes will be used when completing electronic rate transmission record requirements as defined in RFO Section 6.

5-2.1. Interstate Identification Codes.

Service Area Pair Definitions	Service Area
Points in the State of California	0100
Points in the States of Washington and Oregon	0200
Points in the States of Nevada and Utah	0300
Points in the States of Idaho, Montana, North Dakota, South Dakota, and Wyoming	0400
Points in the State of Colorado	0500
Points in the States of Arizona and New Mexico	0600
Points in the States of Oklahoma and Texas	0700
Points in the States of Iowa, Kansas, Missouri, and Nebraska	0800
Points in the States of Michigan, Minnesota, and Wisconsin	0900
Points in the States of Illinois, Indiana, Kentucky, and Ohio	1000
Points in the States of Arkansas, Alabama, Louisiana Mississippi, and Tennessee	1100
Points in the State of Florida	1200
Points in the States of Georgia, North Carolina, and South Carolina	1300
Points in the States of Delaware, District of Columbia, Maryland, Virginia, and West Virginia	1400
Points in the States of Connecticut, Rhode Island, Massachusetts, New Jersey, New York, and Pennsylvania	1500
Points in the States of Maine, New Hampshire, and Vermont.	1600

Points in Alaska:	
- Anchorage, Alaska	2200
- Cordova, Alaska	2201
- Fairbanks, Alaska	2202
- Juneau, Alaska	2203
- Ketchikan, Alaska	2204
- Kodiak, Alaska	2205
- Petersburg, Alaska	2206
- Sitka, Alaska	2207
- Wrangell, Alaska	2208
Points in Canada:	
- Alberta, Canada	2300
- British Columbia, Canada	2301
- Labrador, Canada	2302
- Manitoba, Canada	2303
- New Brunswick, Canada	2304
- Newfoundland, Canada	2305
- Nova Scotia, Canada	2306
- Ontario, Canada	2307
- Prince Edward Isle, Canada	2308
- Quebec, Canada	2309
- Saskatchewan, Canada	2310
- Northwest Territory, Canada	2311
- Yukon, Canada	2312

Note: If submitting a rate offer for an intra Alaska shipment, please use the service area pairs (2200-2208) listed above, in lieu of the intrastate identification codes in Section 5-2.2.

5-2.2. Intrastate Identification Codes.

State	Code
Points in Alaska:	
- Anchorage, Alaska	AN00
- Cordova, Alaska	CV00
- Fairbanks, Alaska	FB00
- Juneau, Alaska	JN00
- Ketchikan, Alaska	KN00
- Kodiak, Alaska	KD00
- Petersburg, Alaska	PB00
- Sitka, Alaska	SA00
- Wrangell, Alaska	WG00
Alabama	AL00
Arizona	AZ00
Arkansas	AR00
California	CA00
Canadian Provinces:	
- Alberta	AB00
- British Columbia	BC00
- Labrador	LB00
- Manitoba	MB00
- New Brunswick	NB00
- Newfoundland	NF00
- Northwest Territories	NT00
- Nova Scotia	NS00
- Ontario	ON00
- Prince Edward Island	PE00
- Quebec	PQ00
- Saskatchewan	SK00
- Yukon	YT00
Colorado	CO00
Connecticut	CT00
Delaware	DE00
District of Columbia	DC00
Florida	FL00
Georgia	GA00
Idaho	ID00
Illinois	IL00
Indiana	IN00
Iowa	IA00
Kansas	KS00
Kentucky	KY00
Louisiana	LA00
Maine	ME00
Maryland	MD00
Massachusetts	MA00
Michigan	MI00
Minnesota	MN00
Mississippi	MS00
Missouri	MO00

Montana	MT00
Nebraska	NE00
Nevada	NV00
New Hampshire	NH00
New Jersey	NJ00
New Mexico	NM00
New York	NY00
North Carolina	NC00
North Dakota	ND00
Ohio	OH00
Oklahoma	OK00
Oregon	OR00
Pennsylvania	PA00
Rhode Island	RI00
South Carolina	SC00
South Dakota	SD00
Tennessee	TN00
Texas	TX00
Utah	UT00
Vermont	VT00
Virginia	VA00
Washington	WA00
West Virginia	WV00
Wisconsin	WI00
Wyoming	WY00

5-3. International Service Areas.

5-3.1. International Identification Codes.

The following codes will be used when completing electronic rate transmission record requirements as defined in Section 6.

5-3.1.1. International Country Codes.

Country	Code
Afghanistan – All Other Points	111A
- Herat	11HR
- Kabul	11KB
Albania	120A
Algeria	1250
American Samoa	060A
Angola	1410
Antigua	1490
Argentina	150A
Armenia	101A
Aruba	630A
Australia – All other Points	160A
- Adelaide	16AD
- Brisbane	16BB
- Canberra	16CB
- Darwin	16DW

- Melbourne	16MB
- Perth	16PH
- Sydney	16SD
Austria	1650
Azerbaijan	112A
Azores	735A
Bahamas	1800
Bahrain	1810
Bangladesh	1820
Barbados	1840
Belarus	102B
Belgium	1900
Belize	2270
Benin	103B
Bermuda	1950
Bolivia	2050
Bosnia-Herzegovina	104B
Botswana	2100
Brazil – all other points	220A
- Brasilia	22BB
- Recife	22RF
- Rio De Janeiro	22RJ
- Sao Paulo	22SP
Brunei	2320
Bulgaria	2450
Burkina Faso	9270
Burundi	2520
Cambodia	2550
Cameroon	2570
Canary Islands	830C
Cape Verde	113C
Cayman Islands	2680
Central African Republic	2690
Chad	2730
Chile	2750
China (all other points)	2800
- Beijing	28BG
- Chengdu	28CU
- Guangzhou	28GU
- Shanghai	28SI
- Shenyang	28SG
Colombia	2850
The Republic of Congo	105C
Costa Rica	2950
Cote D'ivoire	106C
Croatia	4400
Cuba	3000
Cyprus	3050
Czech Republic	3100
Democratic Republic of the Congo (formerly Zaire)	2910
Denmark	3150

Djibouti	3170
Dominican Republic	3200
East Timor	107D
Ecuador	3250
Egypt	9220
El Salvador	3300
Equatorial Guinea	114E
Eritrea	108E
Estonia	115E
Ethiopia	3350
Fiji	3380
Finland	3400
France	3500
Gabon	3880
Gambia	116G
Georgia	109G
Germany	3940
Ghana	3960
Greece	4000
Grenada	117G
Guadeloupe	4070
Guam	170G
Guatemala	4150
Guinea	4170
Guinea-Bissau	119G
Guyana	4180
Haiti	4200
Hawaiian Islands of Hawaii, Kauai, Maui, . Oahu	210H
Holy See	120H
Honduras	4300
Hong Kong	4350
Hungary	4450
Iceland	4500
India	4550
Indonesia	4580
Iran	110N
*Iraq – All other points	110I
- Baghdad	110B
- Mosul	110M
- Basrah	110S
- Erbil	110E
- Kirkuk	110R
Ireland	4700
Israel	4750
Italy	4800
Jamaica	4870
Japan	490J
Jerusalem (added as a city under Israel)	111J
Jordan	5000
Kazakhstan	5250

Kenya	5050
Korea (South)	5150
Kosovo	110K
Kuwait	5200
Kyrgyzstan	121K
Laos	5300
Latvia	122L
Lebanon	5400
Lesotho	123L
Liberia	124L
Libya	112L
Lithuania	5420
Luxembourg	5700
Macedonia	125M
Madagascar	5750
Malawi	5770
Malaysia	5800
Mali	5850
Malta	5900
Marshall Islands	127M
Mauritania	5920
Mauritius	5930
Mexico – all other points	5950
- Ciudad Juarez, Chihuahua	59CJ
- Guadalajara, Jalisco	59GD
- Hermosillo, Sonora	59HM
- Matamoros, Tamaulipas	59MM
- Merida, Yucatan	59MR
- Mexico City, DF	59MC
- Monterrey, Nuevo Leon	59MT
- Nogales, Sonora	59NG
- Nuevo Laredo, Tamaulipas	59NL
- Tijuana, Baja California	59TJ
Micronesia	0630
Moldova	128M
Monaco	6070
Mongolia	129M
Montenegro	113M
Morocco	6100
Mozambique	6150
Myanmar (formerly Burma)	2500
Namibia	8210
Nepal	6250
Netherlands	6300
Netherlands Antilles	6400
New Zealand	6600
Nicaragua	6650
Niger	130N
Nigeria	6700
Northern Mariana Islands - all other points	0690
- Saipan	069S

Norway	6850
Okinawa	490K
Oman	6160
Pakistan	7000
Palau	131P
Panama	7100
Papua New Guinea	7120
Paraguay	7150
Peru	7200
Philippines	7250
Poland	7300
Portugal	7350
Puerto Rico (main island only)	180P
Qatar	7470
Romania	7550
Russia – all other points	8250
- Moscow	82MC
- St. Petersburg	82SP
- Vladivostock	82VS
Rwanda	132R
Saint Lucia	7700
Sao Tome/Principe	133S
Saudi Arabia	7850
Senegal	7870
Serbia	113S
Sierra Leone	7900
Singapore	7950
Slovak Republic	114S
Slovenia	7890
Somalia	7899
Solomon Islands	789S
South Africa – all other points	8010
- Capetown	80CT
- Durban	80DB
- Johannesburg	80JB
- Pretoria	80PT
South Sudan	8360
Spain	8300
Sri Lanka	2720
Sudan	8350
Suriname	8400
Swaziland	135S
Sweden	8500
Switzerland	8550
Syria	8580
Tahiti	350T
Taiwan	2810
Tajikistan	136T
Tanzania	8650
Thailand	8750
Togo	115T
Trinidad	205T

Tunisia	8900
Turkemenistan	116T
Turkey	9050
Uganda	9100
Ukraine	9280
United Arab Emirate	8880
United Kingdom – all other points	925U
- London	925L
- Edinburgh	925D
- Northern Ireland	925I
Uruguay	9300
Uzbekistan	117U
Venezuela	9400
Vietnam	9450
Virgin Islands of St. Thomas and St. Croix	190V
Virgin Islands of St. John	200V
Western Samoa	9630
Yemen	9650
Yugoslavia	9700
Zambia	9900
Zimbabwe	8180

*Shipments to Iraq will be considered door-to-door but actually delivered to a military location within the Green Zone.

5-4. Taxpayer Identification Number (TIN).

Under the Debt Collection Improvement Act of 1996, all TSPs are required to furnish its TIN as part of its rate offer. A TIN is defined as a business entity's Employer Identification Number (EIN). Rate offers will not be accepted without a valid TIN on file.

SECTION 6 FORMAT REQUIREMENTS

6-1. Format Requirements.

TSPs or RFSPs submitting rate offers in response to this RFO and Special Instructions, **MUST** submit their rate offers electronically via one of the four methods identified in the Cover Letter of this RFO. TSPs or RFSPs "Uploading" rate offers and not using the TMSS rate filing screens for the creation/addition/deletion of rates offers, must adhere to the following format requirements set out in Section 6-2 below. A TSP or RFSP must have access to the "HHG Rate Filing" module in TMSS before they can create and/or upload rate offers. A TSP or RFSP must contact their Group Administrator for access to the rate filing module if they do not already have access within TMSS. TSPs and RFSPs may use the TMSS help screens for additional assistance with rate filing. Submissions received from TSPs or RFSPs not conforming to format requirements will not be accepted by TMSS and the TSP or RFSP will be notified as set out in Section 1-1.6.

Important Notes on Changes in Rate Filing Process:

1. All TSPs must obtain access to TMSS in order to keep their contact information current by updating such information online in TMSS.
2. Record type 'H1' is mandatory and all TSPs must file this record.
3. Record type 'H2' is an **optional** record and should be filed only by a Rate Filing Service Provider [RFSP]. The information provided in this record will be used by TMSS for notifying any file processing related issues to the RFSP. The TSP will not receive any notifications if the rates are being filed by an RFSP.
4. The rate record has two additional fields a) Facsimile Number and b) Email Address. The email field is **mandatory** and all TSPs must file this record. Fax numbers are optional, but preferred. The email address provided in the rate record will be used subsequently by TMSS for booking notification. The email is expected to be associated with the booking office at the route level. If no such email can be provided at the route level a corporate level email Id should be provided in this record.
5. When the rate file preparation is complete, it **MUST** be saved as an unformatted ASCII (Text Only) flat file (e.g. no tab characters, etc.) before attempting to transfer the file.

6-2. Header Records.

6-2.1. Header Record.

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	H1
SCAC	4	3-6	4 Digit Standard Carrier Alpha Code
Separator	1	7-7	\ [backslash]
TSP Name	45	8-52	Name of the carrier
Separator	1	53-53	\ [backslash]
Effective Date-- YYYYMMDD	8	54-61	Initial Filing, New Filings: must be 20131101 Late Filings, Supplemental Filings: 20140501
Separator	1	62-62	\ [backslash]
Taxpayer Identification Number	9	63-71	TIN/EIN assigned by the IRS to the TSP. (no dashes)
Separator	1	72-72	\ [backslash]
DUNS Number	9	73-81	Data Universal Numbering system, assigned by Dun & Bradstreet to the TSP. Do not use hyphen. Example: 123456789 If not entering a DUNS, use 9 spaces (space bar)
Separator	1	82	\ [backslash]
DUNS Extension	4	83-86	Do not use hyphen. DUNS extension cannot be completed if DUNS was not entered. Example: 1234 If not entering a DUNS extension, use 4 spaces (space bar)
Separator	1	87	\ [backslash]
TSP's Government Representative	45	88-132	Name of TSP's authorized official. If the name of the authorized official is longer than the allotted positions, abbreviate or use initials of first and/or middle name plus full last name.

6-2.2. Header Information of Rate Filing Service Provider (RFSP): Optional Record, required only when RFSP is filing rates on behalf of TSP.

Record Field	Maximum Positions	Positions	Contents
Record ID	2	1-2	H2
RFSP Code	4	3-6	4 Digit Code Assigned by GSA
Separator	1	7-7	\ [backslash]
RFSP's Name	45	8-52	Name of RFSP filing on behalf of the TSP
Separator	1	53-53	\ [backslash]
RFSP's Phone Number	12	54-65	Phone number of the RFSP. This number will be used to contact the RFSP for any rate filing related issues
Separator	1	66-66	\ [backslash]
RFSP's Fax Number	12	67-78	Fax number of the RFSP. This number will be used to contact the RFSP for any rate filing related issues
Separator	1	79-79	\ [backslash]
RFSP's Email Address	45	80-124	Email address of Rate Filing Service Provider. This email address will be used to send the file transmission and confirmation

6-2.3. Example.

H1ABCD\YOUNG MOVING AND STORAGE \20131101\132145678\12345DUNS\1234\KAnderson
H2HHGB\RATE FILING SERVICES, INC \888-555-1234\888-555-6789\JohnDoe@RFSI.COM

Note: If all positions are not utilized, spaces (use space bar) are required in the header record(s) identified in RFO Sections 6-2.1. and 6-2.2. If an entry is longer than the maximum number of positions, it will be automatically truncated to the maximum number of positions available.

6-3. Rate Record

Record Field	Maximum Positions	Positions	Contents
Tender Identifier	2	1-2	Enter "01" for GDTS , General Domestic Transportation Services; Enter "02" for ADTS , Agency Specific Domestic Transportation Services; Enter "03" for GDMS General Domestic Move Management Services; Enter "04" for ADMS Agency Specific Domestic Move Management Services; Enter "05" for GITS , General International Transportation Services; Enter "06" for AITs , Agency Specific International Transportation Services: (Use this code for off-shore shipments to/from CONUS & between off-shore points with FAADC) Enter "07" for GIMS , General International Move Management Services; Enter "08" for AIMS , Agency Specific International Move Management Services; (Use this code for off-shore shipments to/from CONUS & between off-shore points with FAADC)
Separator	1	3	Use a comma (,)
TSP Tender Number NOTE: A separate Tender Number should be assigned to identify each type of Tender Identifier, above.	4	4-7	TSP assigned offer number. May be numeric, alphabetic, or a combination. Must contain at least one character. If the other positions are not used, enter spaces (USE SPACE BAR).
Separator	1	8	Use a comma (,)
Agency ID	5	9-13	Domestic: For Tender Identifier 01,03 - ZERO FILL. For Tender Identifier 02,04 use AGENCY CODE IN SECTION 5.1. International: For Tender Identifier 05,07 - ZERO FILL. For Tender Identifiers 06,08 use AGENCY CODE IN SECTION 5.1.
Separator	1	14	Use a comma (,)
Origin	4	15-18	Domestic: <i>Interstate</i> -For Tender Identifiers 01, 02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; <i>Intrastate</i> -For Tender Identifiers 01,02,03,04: Use SERVICE AREA

Record Field	Maximum Positions	Positions	Contents
			CODE IN SECTION 5.2.2 (For intrastate Alaska, use SERVICE AREA CODE IN SECTION 5.2.1) International: For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3
Separator	1	19	Use a comma (,)
Destination	4	20-23	Domestic: <i>Interstate</i> -For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.1; <i>Intrastate</i> -For Tender Identifiers 01,02,03,04: Use SERVICE AREA CODE IN SECTION 5.2.2 (For intrastate Alaska, use SERVICE AREA CODE IN SECTION 5.2.1) International: For Tender Identifiers 05,06,07,08: Use SERVICE AREA CODE IN SECTION 5-2.2 and 5.3
Separator	1	24	Use a comma (,)
Transportation Percentage	4	25-28	Domestic including Alaska and Canada : For Tender Identifiers 01,02,03,04 - Bottom Line Discount: Enter the Bottom-Line Discount being offered; for example: 0045 (45%) International: For Tender Identifiers 05,06,07,08- Single-Factor Rate: Enter the Single Factor Rate being offered; for example: 0145 (145%); 0085 (85%).
Separator	1	29	Use a comma (,)
Category 1 Vehicle	6	30-35	Domestic (except Alaska): price per mile; example 000050 (\$.50). International (including Alaska): Flat price per vehicle less than 300 cubic feet; example: 000975 (\$975); 003900 (\$3900).
Separator	1	36	Use a comma (,)
Category 2 Vehicle	6	37-42	Domestic (except Alaska): price per mile; example 000050 (\$.50). International (including Alaska): Flat price per vehicle between 300–800 cubic feet; example: 000975 (\$975); 003900 (\$3900).
Separator	1	43	Use a comma (,)
Category 3 Vehicle	6	44-49	Domestic (except Alaska): price per mile; example 000050 (\$.50). International (including Alaska): Flat price per vehicle over 800 cubic feet; example: 000975 (\$975); 003900 (\$3900)
Separator	1	50	Use a comma (,)
Storage-in-Transit (SIT) Percentage	4	51-54	Domestic including Alaska and Canada: For Tender Identifiers 01,02,03,04 - SIT Discount: Enter the SIT discount being offered; for example: 0045 (45%) International: For Tender Identifiers 05,06,07,08- SIT Percentage: Enter the SIT percentage being offered; for example: 0145 (145%); 0085 (85%).
Separator	1	55	Use a comma (,)

Record Field	Maximum Positions	Positions	Contents
Accessorial	4	56-59	Domestic including Alaska and Canada : For Tender 01,02,03,04 - Accessorial Discount: ZERO FILL; example: 0000 International: For Tender Identifiers 05,06,07,08: Enter the Accessorial Services percentage being offered; for example: 0145 (145%); 0085 (85%).
Separator	1	60	Use a comma (,)
Unaccompanied Air Baggage (UAB)	4	61-64	Domestic: For Tender Identifiers 01,02,03,04 - Applies to Alaska shipments only: Enter the UAB percentage being offered; for example: 0045 (45%). For all points except Alaska ZERO FILL; example: 0000 International: For Tender Identifiers 05,06,07,08: Enter the UAB percentage being offered; for example: 0145 (145%); 0085 (85%).
Separator	1	65-65	Use a comma (,)
Phone Number NOTE: When using an "800" number, remember that in some areas the number is not accessible in certain locations.	12	66-77	General Transportation: Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application. The phrase LOCAL AGENT may be used. MMS Provider: Phone number must be a toll free number used to book shipments.
Separator	1	78-78	Use a comma (,)
Facsimile Number	12	79-90	Facsimile Number that requesting customer agency may utilize to contact TSP.
Separator	1	91-91	Use a comma (,)
Email Address	45	92-136	Email address that requesting customer agency must utilize in order to book the shipment for this particular from/to rate application. This email is expected to be associated with the booking office at the route level. If no such email can be provided at the route level a corporate level email Id must be provided in this record. Booking notifications will be sent to this email address.

6-3.1. Examples.

01,1234,00000,0100,1400,0045,000050,000050,000050,0045,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
02,1236,DEADC,0700,1400,0045,000050,000050,000050,0045,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
03,1300,00000,0100,1400,0045,000050,000050,000050,0045,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
04,1301,FBPDC,1400,0100,0045,000050,000050,000050,0045,0000,0000,703-555-1234,703-555-1234,JDOE@XYZ.COM
05,1237,00000,210H,1410,0145,000975,000975,000975,0145,0145,0145,703-555-1234,703-555-1234,JDOE@XYZ.COM
06,1238,DOSDC,210H,925L,0145,000975,000975,000975,0145,0145,0145,703-555-1234,703-555-1234,JDOE@XYZ.COM
06,1238,FAADC,210H,180P,0145,000975,000975,000975,0145,0145,0145,703-555-1234,703-555-1234,JDOE@XYZ.COM
07,1302,00000,3940,210H,0145,000975,000975,000975,0145,0145,0145,703-555-1234,703-555-1234,JDOE@XYZ.COM
08,1303,FAAIN,210H,5150,0145,000975,000975,000975,0145,0145,0145,703-555-1234,703-555-1234,JDOE@XYZ.COM
08,1303,FAADC,210H,CA00,0145,000975,0000975,000975,0145,0145,0145,703-555-1234,703-555-1234,JDOE@XYZ.COM

TIPS:

1. Rate Edit Criteria: The following is a list of the rate edit criteria that GSA uses during the review and validation of carrier rate submissions to insure that the requirements as provided in this request are met. Missing Header Record, Must provide record type H1

Invalid record type, Must be H1
Valid TSP's Government Representative must be provided
Invalid Taxpayer Identification Number
Invalid record type, Must be H2
RFSP's Name must be provided
Valid RFSP's Email Address must be provided
Invalid RFSP's SCAC number
Invalid SCAC number
Invalid Phone Number
Invalid Fax Number
Email ID is required
Invalid Move Management Phone Number
Invalid Domestic Origin
Invalid International Origin
Invalid International Origin for FAADC
Invalid Domestic Destination
Invalid International Destination
Invalid International Destination for FAADC
Invalid International Route
Invalid Domestic Service Pair Combination
Invalid Agency Code
Type 1,2,3,4 Records Rejected, No Domestic Transportation TPA on File
Type 1,2 Records Rejected, Carrier Not Authorized For General Domestic Transportation
Type 5,6,7,8 records Rejected. No International Bond on file.
Type 5,6,7,8 Records Rejected, No International TPA on File
Type 5,6,7,8 Records Rejected, Carrier Not Authorized for International Transportation
Domestic Records that contain rates over 100%
(40% offered discount means 60% of the rates/charges in the GRT; 100% offered discount means zero (0)% of the rates/charges in the GRT or no charge for the service)
Records that don't contain valid rates for Domestic Non-Alaskan Routes
Records that don't contain valid rates for Domestic; Alaskan Routes
Records that don't contain valid rates for International
Suspect Alaskan records with auto rates > \$20,000
Suspect Alaskan records with auto rates < \$5.00 (AK should be flat rate vs. cents per mile)
Suspect records auto rates < \$0.30
Not within the TSP's Approved Scope of Operation
Suspect records – Domestic Rates Discounted over 60%

2. International Discounts:

- (a) 40% offered discount means 40% of the baseline rate;
- (b) 100% offered discount means 100% of the baseline rate;
- (c) 115% offered discount means 115% of the baseline rate or 15% more than the base line rate.

3. If you submit a percentage of all zeros, this will be considered a rate related deficiency (Section 1.1.7).

4. If you submit an offer for the household goods shipment, either domestic and/or international, you MUST submit an offer for the UAB, POV, and accessorial. All rate offers for SRO DOSBG, the UAB field must be zero filled(Section 2-7.3):

- (a) All vehicle rates must be non-zero
- (b) UAB: Domestic, including Canada, is zero (0);International, and Alaska, must be non-zero, except for UAB is zero filled for SRO DOSBG.
- (c) All SIT must be non-zero
- (d) Accessorial; Domestic, including Alaska and Canada, is zero (0); International must be non-zero

SECTION 7 ELECTRONIC SUBMISSION

7-1. Rate Tender Transmission. The below information applies only to rate offer submissions when TSPs or RFSPs are not using the TMSS rate filing screens for the creation/addition/deletion of rate offers, but instead are manually creating rate offers to “upload.”

7-1.1. ELECTRONIC TRANSMISSION.

All electronic rate transmissions submitted in accordance with this request **MUST** be accomplished via the “Upload Rate File” function of TMSS within the TMSS HHG Rate Filing module. Non-electronic submissions will not be considered.

7-1.2. FORMAT REQUIREMENTS.

Format requirements, as set out in Section 6 must be strictly adhered to. Submissions received from TSPs or RFSPs not conforming to format requirements will be found unacceptable.

7-1.3. FILE PREPARATION.

In order to upload the file, it must be saved and transmitted as an unformatted ASCII (TEXT ONLY) flat file (i.e. no tab characters, etc.). The file must not have a top, bottom, right, or left margin.

Note: The type of software you will be utilizing will determine what must be done to prepare the file for transmission.

7-1.3.1. File Naming Convention.

This File Naming Convention applies to any initial, new, late, or supplemental rate offer(s) transmitted in accordance with the RFO.

FILE NAME	MAXIMUM POSITIONS	POSITIONS	CONTENTS
Prefix	3	1-3	Must be HHG
TSP's SCAC	4	1-4	RFSP: If transmitting rates on behalf of a TSP, enter TSP's SCAC. Do not append any characters if the SCAC assigned to you is less than four (4) positions.
Rate File Number	3	5-8	A running serial number starting with 001
Extension			File Extensions will NOT be supported.

Example of filenames:

File name where assigned SCAC has four positions: HHGABCD001 where 'ABCD' is the SCAC

The TSP or RFSP can send one or more files for rate filing. The TSP or RFSP can send one or more rate types in a single file. It is strongly recommended that the number of files be kept to a minimum by combining multiple rate types. Irrespective of the number of files transmitted a 3-digit file number is required.

Examples of multiple filenames for a SCAC:

TSP transmitting only one file: File Name: HHGABCD001

TSP transmitting two files: First File Name: HHGABCD001, Second File Name: HHGABCD002

TSP transmitting three files: First File Name: HHGABCD001, Second File Name: HHGABCD002, Third File Name: HHGABCD003.

If a TSP or RFSP is unsure of their firm's SCAC or code in GSA's CHAMP, contact GSA.

The File Naming Convention identified above **MUST be strictly adhered to. If a firm submits multiple rate files on the same day, files named the same will be overwritten; therefore, it is extremely important that files submitted on the same day have different names. Failure to do so will result in the rate offer(s) not being picked up from the TSP's or RFSP's Upload directory and/or automatic rejection of the rate offer(s). TSPs will not receive Email for transmitting files with non-standard file names.**

7-1.4. ACCESSING Upload Rate File Function.

In order to access the "Upload Rate File" function, a firm's TMSS Group Administrator must first designate who will have access to this function and grant them access via TMSS. The administrator can do this by selecting the Account Information link from the main screen. This takes them to the Account Info-Update Profile screen, where they can select the User List. They will then be able to select the applicable user(s) and check the "Allow Upload" toggle button from the available menu. They will also need to ensure that the "Rate File" toggle button is also checked. Once access has been granted and the rate filing window has been opened, the specified user(s) will have the UpLoad Rate File Link available from the Review/Edit HHG Rates screen within the HHG Rate Filing Module.

When rate offers are ready for submission, the User will click on the Upload Rate File Link. Java is required to allow for proper loading of the module. If Java is not currently installed on the system, the user will be given a link that will take them to a site for a free download. The user will then need to locate the file and then select it for upload.

7-1.4.1. UPLOAD DIRECTORY ACCESS.

Once the rate offers have been uploaded using the Upload Rate File function, the user may verify that the firm's file was successfully transmitted. If the file doesn't appear in the firm's directory, the user will need to "Upload" the file again. This will only assist in verifying that the firm's rate offer file was transferred successfully and WILL NOT verify that the contents of the firm's rate offer file have been formatted correctly.

To access the firm's own directory, click on the File Download link from the main menu. The user will then be taken to a directory tree. Scroll down to find the firm's folder, which will be identified by its Standard Carrier Alpha Code (SCAC). The user will then be able access the folder and verify that the file(s) are present. NOTE: This will only allow the user to verify that the file is present in the directory. The user will need to follow the provisions of 7-1.5 below to check for error reports and acceptance of rate records in TMSS.

7-1.5. Confirming Rate Transmission.

Everyday during the rate filing window at 10:00am, 2:00pm, 6:00pm, and 10:00pm CST, an automated process will search the rate files uploaded that day by TSPs and RFSPs and process them. An email confirmation acknowledging the receipt and processing of the file will be sent to the TSP's email address OR the RFSP's email address if an RFSP has filed on behalf of the TSP. The email will contain the number of records processed and the number of errors encountered. In order to receive timely notifications on the outcome of file processing it is essential that a correct email address be kept on file. Error files will be generated and placed in the firm's directory and will be named as HHGSCAC999ERR where SCAC is the SCAC of the TSP (Not the RFSP), 999 is the original file number assigned by the TSP or RFSP. TSPs and RFSPs will **not** have an opportunity to correct any errors detected in a file submitted for the last rate offer(s) validation at 10:00pm CST validation on the closing date **of October 7, 2013 or March 24, 2014**. Users will need to connect to their directory via the File Download Module, using the instructions referenced in 7-1.4.1 (A) to download the error file(s) if any. TSPs and RFSPs will receive notification of rate filing deficiencies in accordance with RFO Section 1-1.7.

Domestic Traffic Volume Calendar Year 2012

	Inbound	Outbound	Intra
Alberta, Canada	1	-	-
Alaska	100	163	18
Alabama	88	87	4
Arkansas	41	64	7
Arizona	293	316	80
British Columbia, Canada	3	-	-
California	465	536	144
Colorado	335	240	36
Connecticut	17	39	1
District of Columbia	285	58	2
Delaware	13	16	-
Florida	291	380	59
Georgia	277	257	19
Iowa	26	40	8
Idaho	120	98	18
Illinois	128	148	10
Indiana	47	81	6
Kansas	51	79	12
Kentucky	60	97	4
Louisiana	115	102	17
Massachusetts	75	96	2
Maryland	718	550	25
Maine	13	21	1
Michigan	69	136	6
Minnesota	102	102	30
Missouri	89	92	11
Mississippi	69	77	3
Montana	118	96	34
North Carolina	115	165	17
North Dakota	50	44	20
Nebraska	44	45	6
New Hampshire	72	27	1
New Jersey	61	100	5
New Mexico	204	161	53
Nevada	114	128	16
New York	129	208	9
Ohio	65	125	9
Oklahoma	102	105	22
Ontario, Canada	12	3	-
Oregon	235	168	59
Pennsylvania	126	173	18
Quebec, Canada	1	2	-
Rhode Island	10	20	-
South Carolina	105	107	5
South Dakota	135	68	46
Tennessee	126	125	15

Texas	361	399	121
Utah	98	130	24
Virginia	725	509	49
Vermont	11	26	-
Washington	200	261	31
West Virginia	65	87	3
Wisconsin	48	82	15
Wyoming	105	86	21

ITGBL Local Agents

Country: Afghanistan

Post: Herat

Bureau: SCA

Local Agents:

Post: Kabul

Bureau: SCA

Local Agents:

1) PAXTON International
House #1, Corner of Shura and Park Streets
Karte Seh
Kabul, Afghanistan
POC: Wali Mohammad Wasif
Tel: 93 (0) 70 295 329
Cell: 0093 (0) 700 29 53 29
Email: kabul@paxton.com Website:
www.paxton.com

Country: Albania

Post: Tirana

Bureau: EUR

Local Agents:

3) Corstjens Worldwide Movers Group
POC: Joop Corstjens, Director Operations
World Headquarters
P.O. Box 71145
1008 BC Amsterdam
The Netherlands
Tel: 31 20 42 63 777
Fax: 31 20 42 63 789
Direct Phone: 31 20 42 63 756
Direct Fax: 31 20 42 63 757

1) AES Cargo/ Move One
Rruga "Brigada e VIII"
P. Teknoprojekt Sh.2 Ap 3/2 Nr. 33/1
Tirana, Albania
POC: Glenda Pajo
Tel: 355 4 225 8103
Cell: 355 69 206 7269
Email: albania@moveonerelo.com

2) AGS Tirana
Ish Kombinati I Tekstileve
Fabrika e Ngyrosjes
Tirana, Albania
POC: Genti Jacellari
Tel: 355 4 235 2560 x113
Fax: 355 69 208 6315
Email: agstirana@icc.al.eu.org

ITGBL Local Agents

Country: Algeria

Post: Algiers

Bureau: NEA

Local Agents:

4) Algeria Pack and Move
Cell : +213 (0) 550 98 0097
Tel: +213 (0) 21 70 96 96
Tel: +213 (0) 21 709 709
Fax : +213 (0) 21 70 97 97
Email : siham.lghoul@algeriapm.com
Web Site : <http://www.algeriapm.com/>

3) Master International Moving
POC: Mr AZOUZI Sofiane
Email: contact@masterinternationalmoving.com
Tel: +213661527810

1) Universal Transit Solutions Logistiques
(Globtrans France, Globtrans Italie)
28, rue Ali Hassen Bey El-Harrach Alger
Tel: 213 0 21 82 26 31/33, 0 21 51 17 22
Fax: 213 0 21 82 26 34, 0 21 51 16 20
Email: contact@universal-transit.com
Web: www.universal-transit.com, www.globtrans.fr

2) Algeria Moving and Shipping
13 Lot Beau Sejour La Sapiniere
No. 7 Birmandreis
Algers, Algeria
POC: Mme. Ahlem Menar, GM
Tel/Fax: 213-21-56-48-53
Cell: 213-0770-415-261

Country: Angola

Post: Luanda

Bureau: AF

Local Agents:

1) EMP-TRANS
Cargo Center Lds.
Rua Gastao de Sousa Dias
Nr. 6 r/c Luanda, Angola
POC: Hugo Silva or Rodrigo Junior
Tel: 244-222-324632 or 244-222-321840
Email: cargocenter@ebonet.net

3) TransPiramide, LDA
Travessa da Se, Ingombota
Luanda, Angola
POC: Rodrigo Celestino Junior
Tel: 244 222 396 207/ 928 149 533/ 912 519 039
Fax: 244 222 393 322
Email: inf-transpiramide@hotmail.com
for inbound shipments only, not for pack outs.

2) Africa International Removals LDA/AGS Frasers
Angola
Rua do Futungo
Bombas de gasolina de Sonangol "Mirantes"
Atras do restaurante "Girassol"
CP 5040 Luanda, Angola
POC: Mr. Gilles de Matos, Director General,
Branch Manager
Tel: (00244) 228 740 427
Cell: (00244) 923 71 46 44
Skype: [manager_agsangola](https://www.skype.com/people/manager_agsangola)
Email: direction-angola@agsmovers.com

ITGBL Local Agents

Country: Argentina

Post: Buenos Aires

Bureau: WHA

Local Agents:

2) Universal Cargo
Tacuarí 202 Piso 1
(C1071AAF) Buenos Aires, Argentina
POC: Lily Campbell
Tel: 54-11-5352-3400/54-11-5352-3403
Email: <http://universalcargo.com.ar>

4) LIFT VAN INTERNATIONAL CO. SAC
RUTA 202 NO. 3449 (B1611ABG) DON
TORCUATO
BUENOS AIRES, ARGENTINA
POC: Santiago Bosch
Phone: +54 11 4741-7236/7447
www.liftvan.com

1) Argentina International Moving SRL
Suipacha 612, 3rd Floor Office E
1008 Buenos Aires, Argentina
POC: Daniel Oviedo
Tel: 54-11-4325-0500
Email: Argenmove@argenmove.com.ar

3) Nazareno Villa Abrille
Sales Manager
ARGENVANS Transportes Internacionales SA
Av. Santa Fe 1780 - Piso 12º - Of 1204
++54 11 4813-2000
(C1060ABQ) - Buenos Aires - Argentina
Email: <http://www.argenvans.com.ar>

Country: Armenia

Post: Yerevan

Bureau: EUR

Local Agents:

1) Gosselin Yerevan
2/6 Gyulbekyan Street
Yerevan, Armenia
POC: Vahram Jordan
Tel: 374-10-268678/ 374-91-402445
Email: nomad@arminco.com

3) North-South Transport
4 Charentz Street, Apt. 121
Yerevan 0010, Armenia
POC: Irhan Kent
Tel: 374-10-571399
Email: irhankent@ns-trans.com
* shipping only, no packing*

2) Globalink
38/28 Ashtots Avenue
Yerevan, Armenia
POC: Rajiv Nagri
Tel: 374-10-539197
Email: r.nagri@globalinkllc.com

ITGBL Local Agents

Country: Australia

Post: Canberra

Bureau: EAP

Local Agents:

2) Grace Removals Group
28 Sheppard St.
Hume ACT 2620
POC: Peter Millington
Tel: 61-2-6260-1344
Fax: 61-2-6260-1587
email: pmillington@grace.com.au *** Bonded
Facility ***

5)NUSS Relocations
708 Mowbray Rd West
Lane Cove, NSW 2066 Australia

POC – Nigel Mayo Saunders
nigelsaunders@nuss.com.au
+61 02 9425 4600

3) Wridgways
39-41 Endurance Road
Queanbeyan NSW 2620
POC: Jody Went
Tel: 61 2 6297 5444
Fax: 61 2 6299 2253
E-mail:
Jody.Went@wridgways.com.au ***
Bonded Facility ***

1) Allied Pickfords
184 Gilmore Road
Queanbeyan, NSW 2620
POC: Calvin Walters
Tel: 61-2-6298-8403
Fax: 61-2-6297-8572
Email:
Calvin.Walters@alliedpickfords.com.au
*** Bonded Facility ***

4) Crown Relocations
Unit 2/42 Bedford Street
Queanbeyan NSW 2620
POC: John Cole
Tel: 61 2 6299 2100
Fax: 61 2 6299 21118"

ITGBL Local Agents

Post: Melbourne

Bureau: EAP

Local Agents:

1) Allied Pickfords
228 Greens Road, Dandenong
Victoria, Australia 3134
POC: Ron Gates
Tel: 613 9797 1533
Fax: 613 9797 1555
Email: Ron.Gates@alliedpickfords.com.au **
bonded facility **

1) Crown Worldwide (Aust) Pty Ltd
118 Boundary Road
Braeside, VIC 3195
Australia
Ph: 613 8586 7600
Email: Melbourne@crownrelo.com
Mike Curtis- mcurtis@crownrelo.com
Karen Taylor- ktaylor@crownrelo.com
Exports- Russell Barber- email:
rbarber@crownrelo.com
Imports- Sarcha Thorpe- email:
sthorpe@crownrelo.com

1) Nuss Relocations
148-152 Browns Road
Noble Park North,
Melbourne,
Victoria, 3174
Australia
Tel: + 61 (03) 8793 4800
Fax: 61 (03) 8793 4888
Imports: Ike Deres
Email: ikederes@nuss.com.au
Tel: 03 8793 4800
Exports: Ray Beard
Email: raybeard@nuss.com.au
Tel: 03 8793 4801
Mob: 0413 833 039

1) Grace Removals Group
195/201 Princess Highway, Hallam
Victoria, Australia
Tel: 613 9796 5155
Fax: 613 9796 5221

ITGBL Local Agents

Post: Perth

Bureau: EAP

Local Agents:

Allied Pickfords
John Blunsum
International Supervisor
80 Sheffield Road
Welshpool WA 6106
Phone 61-89334 5555
FAX: 61 89334 5511
Email: John.Blunsum@alliedpickfords.com.au
www.alliedpickfords.com.au

Wridgways
Chelsea Smith
Imports Manager
Wridgways The Worldwide Movers
314 Berkshire Road, Forrestfield WA 6058
Tel: +61 89359 7377
FAX: 61 89359 7378
Email: chelsea.smith@wridgways.com.au
www.wridgways.com.au

Grace Removals
POC: Linda Liebenberg, Sales Manager
Email: lliebenberg@grace.com.au
236 Berkshire Road, Welshpool
WA 6058 Australia
Ph: +61 8 94540959

Crown Relocations
Linda Liebenberg
Crown Relocations
39 Tomlinson Road
Welshpool, WA 6106
Tel: +61 89351 7100
Email: lliebenbeg@crownrelo.com
web: http://www.crownrelo.com

ITGBL Local Agents

Post: Sydney

Bureau: EAP

Local Agents:

3) Grace Removals Group
4 Tucks Road
Seven Hills NSW 2147
Australia
POC: FELIX MAGPANTAY
TEL: +612 9838 5639
FAX: +612 9838 5751
EMAIL:
IMPORTS: IMPORTSYD@GRACE.COM.AU
EXPORTS: EXPORTSYD@GRACE.COM.AU
** customs bonded facility**

4) Wridgways
14 Epic Place
Villawood NSW 2163
Australia
EXPORT POC: John Santi
Tel: +61 2 9645 7700
Fax: +61 2 9644 7111
Email: John.Santi@wridgways.com.au
Website: <http://www.wridgways.com.au>
Import POC: Naomi Yawson,
Tel: : +61 02 9645 7738
F: +61 02 9743 8296
Email: Naomi.yawson@wridgways.com.au
** customs bonded facility**

6) Crown Relocations
PO Box 2314 Smithfield NSW
2164, Australia
EXPORT POC: Mike Curtis
Tel: +612 8787 0415
Fax: +612 8787 0466
Email: mcurtis@crownrelo.com
IMPORT POC: Stacey Lohmeyer
Tel: +612 8787 0457
Fax: +612 8787 0466
Email: slohmeyer@crownrelo.com

5) Nuss Relocations
708b Mowbray Road, Lane Cove
Sydney NSW 2066
Australia
POC: Nigel Saunders
Tel: 61 0 2 9425 4621
Email: nigelisaunders@nuss.com.au
Export POC: Janet Reyes
Tel: +61 2 9425 4613
Fax: +612 9420 2914
Email: janetreyes@nuss.com.au
IMPORT POC: Cindy Ly
Tel: +612 9425 4603
Fax: +612 9420 2914
Email: cindyly@nuss.com.au

Website: www.nuss.com.au
** bonded facility**

1) Unigroup Worldwide UTS -
Chess Moving
13 Bessemer Street
Blacktown NSW 2148
Australia
EXPORT POC: Jan Skidmore
Tel: 61 (02) 9671 8428
Fax: 61 (02) 9671 8485
Email: JanS@chessmoving.com.au
IMPORT POC: Vijay Lal
Tel: 61 (02) 9671 8400
Fax: 61 (02) 9671 8485
Email: Vijayl@chessmoving.com.au
Website: www.chessmoving.com.au
**bonded facility **

ITGBL Local Agents

2) Allied Pickfords Export:
Unit 2, 1 Foundation Place
Pemulwuy, NSW, 2145
Australia
EXPORT POC: Steven Vavdinos
Tel: +612 8868 2843
Fax: +612 8868 2811
Email: steven.vavdinos@alliedpickfords.com.au

Allied Pickfords
254 Toongabbie Rd
Girraween NSW 2145
Australia
** bonded facility **
IMPORT POC: Cathy Syfonios,
Tel: + 612 8848 8106
Fax: 61 2 9636 2466
Email: Cathy.Syfonios@alliedpickfords.com.au

Website: www.alliedpickfords.com.au

Country: Austria

Post: Vienna

Bureau: EUR

Local Agents:

2) Lang Worldwide Moving
Spedition Lang GMBH
Obachgasse 4
A-1220 Vienna, Austria
POC: Ms. Karin Lang, Manager
Tel: 43 1 512-5201/0
Email: K.lang@lang-moving.at **bonded facility **

4) HERBER HAUSNER SÜD-OST
SPEDITIONSGESELLSCHAFT M.B.H.
Taborstrasse 95
A-1201 Vienna
Austria
POC: Manfred Meier
Tel: 43 1 331 95-29
Email: manfred.meier@hhsa.at

1) A. Kuhner and Sohn GmbH
Girakstasse 15
A-2100 Korneuburg
Vienna, Austria
POC: Dr. Andreas Bauer
Tel: 43 2262 74544/10
** bonded facility **

5) Sobolak International
Moving.Relocations
Stockerauer Strasse 161
2100 Leobendorf
Austria
POC: Reinhold Karpisek
Tel: 43 3362 691 19
Email: reinhold.karpisek@sobolak.com
** bonded facility **

3) E. Fall
International Movers
Hans Fronius Str. 13
A-2380 Perchtoldsdorf
Vienna, Austria
POC: Otto Schmideg, Manager
Tel: 43 1 865-9533
Email: otto.schmideg@e-fall.com

ITGBL Local Agents

Country: Azerbaijan

Post: Baku

Bureau: EUR

Local Agents:

1) Gosselin Ltd., Baku-Azerbaijan
8 Nizami Str. 135
Baku, Azerbaijan
Tel: 994 12 5981920
Fax: 99412 598-1921
POC: Samir Hasanov, Branch Manager (Baku-Azerbaijan)
Email: hsnomadexpress@azdata.net
POC: John Braeckvelt, Coordinator (Caucasus & Central Asia)
Email: johnb@georgia.gosselwmm.com

2) Interdean Ltd.
Shamsi Badalbeyli str. 81/26
AZ1014 Baku, Azerbaijan
POC: Mr. Vagiv Samosud
Tel: 994 12 4474346
Fax: 994 12 4973570
Cell: 994 50 210 7384
Email: vagif.samosud@interdean.com

3) Global Link Caspian
37 Khojaly Str., Silkway Business Center
Baku AZ1025 Azerbaijan
"POC: Mir Junaid Ahmed, Branch Manager "
Tel: 994 12 447 3111
Fax: 994 12 4473016
Email: j.ahmed@globalinkllc.com

Country: Azores

Post: Ponta Delgada

Bureau: EUR

Local Agents:

Oldemiro Cardoso Coelho & Herdeiros
Volta do Paul, #4
9760-512 Praia da Victoria
Terceira, Azores
POC: Mr. Hilario
Tel: 295512917
Fax: 295512943
Email: Occpv@iol.pt
facility ** bonded

Agencia de Navegacao Oceanica. Lda.
Av. Alvaro Martins Homen #21
9760-412 Praia da Victoria
Terceira, Azores
POC: Fernando Lima
Tel: 295512080
Email: Fernando.lima@agoceanica.com
bonded facility **

Transpac
Canada do Vigario #2
9760-310 Lajes VPV
Terceira. Azores
POC: Alfredo Goulart
Tel: 295517199
Email: Transpac@viaoceanica.com
facility ** bonded

ITGBL Local Agents

Country: Bahamas

Post: Nassau

Bureau: WHA

Local Agents:

1) □ Martin's Moving Storage & Customs Brokers Ltd
P.O. N-834
Mackey Street
Nassau, Bahamas
POC: Geoffrey Martin
Tel: 242 393-1173 or 242 393-2688
Fax: 242 393-6925
Email: martinmoving@yahoo.com

2) Wide World Forwarding Ltd
P.O. Box N-460
Windsor Road
Nassau, Bahamas
POC: Martin Munroe
Tel: 242 352-3636 or 242 377-5605
Fax: 242 352-1990 or 242 377-3271
Email: martin.munroe@wideworldforwarding.com

3) A Team Logistics
P.O. Box 472
Aldie, VA 20105-0472
POC: Richard L. Brown
Tel: 571 319-7435 or 703 304-6037
Email: rlb@ateanlogistics.com

Country: Bahrain

Post: Manama

Bureau: NEA

Local Agents:

1) Circle Freight International
P.O. Box 5069
Manama, Kingdom of Bahrain
POC: Sunil Kumar
Tel: 973-17-735-355 or 973-17-731-904
Fax: 973-17-735-193
Email: Sunil@circlefreight.com.bh

2) Writer Relocations
P.O. Box 2431, Manama, Kingdom of Bahrain
Mr. Nizar Abdul Karim
Country Manager
abdul.nizar@writercorporatio.com
Mobile: +973-39958481
Simmi Joshi
Sales Manager - Bahrain
simmi.joshi@writercorporation.com
Mobile: +973-39957123
Email: I www.writercorporation.com
Work timings: SUN-THU: 08.00 hrs – 17.00 hrs.
FRI/SAT is weekend in Bahrain

ITGBL Local Agents

Country: Bangladesh

Post: Dhaka

Bureau: SCA

Local Agents:

Homebound Packers and Shippers
SW(A) 26, Gulshan Avenue
P.O. Box No. GN 6052
Dhaka-1212, Bangladesh
Tel: 880-2-9887872, 9894645-46, 9894745-50
Fax: 880-2-8823416, 8823519
E-mail: henry.jacob@homeboundbd.com
Web: www.homeboundbd.com

Country: Barbados

Post: Bridgetown

Bureau: WHA

Local Agents:

1) Michael Greaves Associates
Carmichael House
Carmichael
St. George, Barbados
POC: Mr. Michael Greaves, Managing Director
POC: Mr. Karl Greaves, Operations Manager
Tel: 1-246-426-2417
Fax: 1-246-435-1847
Email: mgreavesassoc@sunbeach.net

ITGBL Local Agents

Country: Belarus

Post: Minsk

Bureau: EUR

Local Agents:

1) Calenberg Vilnius, UAB International Movers
Bukiskes, Avizieniai
LT-14182 Vilniaus raj., Lithuania
POC: Mr. Andrejus Lisovskis
Tel: 370 5 2430004
Fax: 370 5 2430005
Email: calenberg.Vilnius@takas.lt;
info@kraustymai.lt

2) Cargo Partner Ltd.
Cargo Partner (BY)LTD,
Promyshlennaja Str. 6B, office 15,
Minsk, 220075, Belarus.
POC: Olga Askolkina, Natalia Kracheva
Phone: +375 17 3462381
Fax: +375 17 3462382
Mobile: +375 29 1180790
E-mail: Natalia.Kracheva@cpartner.by
Mobile: +375 29 6484822
Email: olga.askolkina@cpartner.by

4) Interdean Moscow International Relocation
Novocheryomushkinskaya 61, Floor 3
117418 Moscow, Russia
POC: Victor Gordievich
Tel: 7 (495) 933 5232
Email: viktor.gordievich@interdean.com;
moscow@interdean.com
Minsk:
Oleg Fedorchenko
T: +375 29 6577880
F: +375 17 2057722
E: minsk@interdean.com
interdean@tut.by

3) Corstjens Worldwide Movers Riga
Krasta 103
LV 1019 Riga, Latvia
POC: Olga Petroveca
Tel: 371 67 800 800
Fax: 371 67 800 801
Email: info.riga@corstjens.com; info@corstjens.lv;
olgap@corstjens.com

ITGBL Local Agents

Country: Belgium

Post: Antwerp

Bureau: EUR

Local Agents:

GOVLOG N.V.
Belcrownlaan 23 - 25
2100 Antwerp, Belgium

Post: Brussels

Bureau: EUR

Local Agents:

2) Interdean
JB Vinkstraat 9
B-3070 Kortenberg
POC: Lynn Appelt
Tel: 00-32-2-758-0444
Email: lynn.appelt@interdean.com

1) Government Logistics NV
Belcrownlaan 23
2100 Deurne
POC: Stephan jr. Geurts
Tel: 00.32.3.360.55.22
Email: StephanJr@govlog.be

3) Putters International
Erasmuslaan 30
B-1804 Cargovil-Zemst
POC: Dany Vandenput
Tel: 00-32-2-255-8091
Email: Dany.vdp@putters.be

4) AGS Coussaert
POC: Mr Yves Homerin, Business
Development Manager
Tel: + 32 2 331 45 20
Cell: 32 2 331 45 20
Email: direction-
brussels@agscoussaert.com

Country: Belize

Post: Belmopan

Bureau: WHA

Local Agents:

2) Peter G. Searle
1 ½ Miles Northern Highway
Belize City, Belize
POC: Peter Searle
Tel: 501-223-0384
Fax: 501-223-3902
Email: searlefam@btl.net

1) Green Movers
3 Guerrero Street
Belize City, Belize
POC: Mark Green
Tel: 011-501-662-1058
Email: greenmovers1@yahoo.com

ITGBL Local Agents

Country: Benin

Post: Cotonou

Bureau: AF

Local Agents:

NEW TRANS EXPRESS PLUS
Zone Fret Aeroport
01 BP 1719 Cotonou, Benin
Manager: Seraphin MAGNIDET
E-mail :
newtransexpressplus@yahoo.fr
Office Tel (229) 21 30 94 26, Fax
(229) 21 30 94 27
Cell Phone (229) 97 68 32 71, 95
96 14 60, 90 90 42 57
***No POVs; Inbound only

AEROTACTIC SARL
Zone Fret Aeroport 04 BP 0131 Cotonou, Bénin
Manager: Augustin Agossou
Email: aerotact@beninweb.org
Office phone: (229) 21308820
Fax (229) 21309035
Cel: (229) 97773278
***UAB Only; Inbound only

GMCI LOGISTICS
C/625 AHOUANLEKO
01 BP 2975 Cotonou, Benin
Office tel (229) 21 30 30 98, Fax
(229) 21 30 65 38
Managing Director: Clement
GNANSOUNOU
Cell phone (229) 95 42 99 09
E-mail : gmcilog@yahoo.com

AGS FRASERS PK4 Zone Industrielle 312
Nvenamede 4021 F
Manager: Jonathan Combarieu
Email: manager-benin@agsmovers.com
Tel: (229) 21335403
Cel: (229) 97978333
***No POVs

Country: Bermuda

Post: Hamilton

Bureau: EUR

Local Agents:

2) Bermuda Forwarders
PO Box HM511
Hamilton HM CX, Bermuda
POC: Eddie Redmond; Isobel Correia
Tel: 441-294-6205
(Eddie); 441-294-
6235 (Isobel)
Email: eredmond@bermudaforwarders.com
Email: llinthwaite@bermudaforwarders.com

1) Best Shipping
6 Addendum Lane South
Pembroke HM07
Bermuda
POC: David Sousa (imports) or Tom Nelmes
(exports)
Tel: 441-294-4417
(Tom); 441-294-
4411 (David)
Email: dsousa@best.bm;
tnelmes@best.bm
warehouse **

ITGBL Local Agents

Country: Bolivia

Post: La Paz

Bureau: WHA

Local Agents:

3) Faros
POC: Adolfo Rospigliosi
Phone: 591 2 222-7197
Cell: 591 706-14080
Email: faros@farosmovers.com ;
farosmovers@yahoo.es
La Paz, Bolivia

5) Bolivian Movers
POC: Eduardo Vargas
Phone: 591 2 222-2433
E-mail: eduardovargas@bolivianmovers.com
La Paz, Bolivia

1) Inbolpack S.R.L.
POC: Fernando Duran
Tel: 591 2 231-7070
Fax: 591 2 239-2036
Email: inbolpack.lpz@inbolpack.net
La Paz, Bolivia

4) Exprinter Liftvans
POC: Jackeline Cano Illanes
Phone: 591 2 222-7861
Email: jcano@exprinter.com.bo
La Paz, Bolivia

2) Express Cargo Services
POC: Arsenio Nina
Phone: 591 2 236-1111
Cell: 591 719-53915
Email: expresscargoser@entelnet.bo;
anina@expresscargobolivia.com
La Paz, Bolivia

ITGBL Local Agents

Country: Bosnia-Herzegovina

Post: Banja Luka

Bureau: EUR

Local Agents:

3) Intereuropa RTC Ltd. Co.
Halilovici 12, Sarajevo
Bosnia - Herzegovina
POC: Mr. Meho Bavic
Tel: 387 33 468 153
Fax: 387 33 468 154

2) AGS Sarajevo
Luzansko Polje 7
Ilidza, Sarajevo
Bosnia - Herzegovina
Tel: 387 33 761 460
Fax: 387 33 761 461

1) Move One
Ismeta Alajbegovica Serbe 30
Stup, Sarajevo
POC: Mr. Fuad Merzic
Tel: +387 33 765 195
Fax: +387 33 765 196
e-mail: bih@moveoneinc.com

Post: Mostar

Bureau: EUR

Local Agents:

AES Cargo
Ismeta Alajbegovica Serbe 30
Stup, Sarajevo
Bosnia -Herzegovina
POC: Mr. Fuad Merzic or Mr. Bojan Simunovic
Tel: 387 33 465 689
Fax: 387 33 468 192

AGS Sarajevo
Luzansko Polje 7
Ilidza, Sarajevo
Bosnia - Herzegovina
Tel: 387 33 761 460
Fax: 387 33 761 461

ITGBL Local Agents

Post: Sarajevo

Bureau: EUR

Local Agents:

2) AGS Sarajevo
Luzansko Polje 7
Ilidza, Sarajevo
Bosnia – Herzegovina
POC: Mr. Jasmin Moro
Mobile: +387 61 192 086
Tel: 387 33 761 460
Fax: 387 33 761 461
E-mail:sales-sarajevo@agsmovers.com
***Bonded Facility

3) Interdean Relocation Services
Sarajevo, Bosnia and Herzegovina
Put života 14, 71000 Sarajevo, BiH
Contact person: Adi Catibusic
Sales / Operations
T: + 387 33 525 143
M: + 387 63 377 561
F: + 387 33 525 143
E: adi.catibusic@interdean.com
***Bonded Facility

1) Move One ***
Ismeta Alajbegovica Serbe 30
Stup, Sarajevo
Bosnia -Herzegovina
POC: Mr. Fuad Merzic
Mobile: +387 61 133 002
Tel: 387 33 765 195
Fax: 387 33 765 196 ***
E-mail: bih@moveoneinc.com
***Bonded Facility

Country: Botswana

Post: Gaborone

Bureau: AF

Local Agents:

1) Elliott International
Unit 4/B/2, Plot 22098
Bdc Western Industrial Estate
Gaborone
Tel: 391 2531
Ctc: Rudi Nagel
Email: Rudi.Nagel@Elliott.Co.Za

2) AGS Frasers International
Plot 14398, New Lobatse Road
Gaborone West Industrial
Gaborone
Tel: 392 2558
CTC: Henrik Viljoen
Email: Hendrikv@Agsfrasers.Co.Bw

3) Crown Relocations
Plot 14387, New Lobatse Road
Gaborone West Industrial
Gaborone
Tel: 316 5253
Jannie Van Der Merwe
Email: Gaborone@Crownrelo.Com

ITGBL Local Agents

Country: Brazil

Post: Brasilia

Bureau: WHA

Local Agents:

1) Fink Transportes S.A. ***
STRC Trecho 2, Conjunto D lotes 1-2
CEP: 71225-524, Brasilia DF., Brazil
POC: Mr. Arnaldo Assis, Director
Tel: 55 61 3233 1880
Fax: 55 61 3233 1999
Email: amaldo.fink@terra.com.br
**** following customs clearance, secure
warehouse facility ***
Email: finkbsb@terra.com.br
Email: amascarenhas@fink.com.br

2) Granero Transportes Ltda.
STRC Trecho 3, Conjunto B, Lote 4
Brasilia DF Brazil, CEP: 71.225-500
POC: Fausto Rocha Ribeiro, Int'l Dept. Manager
Tel: 5561 3233 3070
Fax: 5561 3234 2716
Email: bsb-internacional@granero.com.br
Website: www.granero.com.br

Post: Recife

Bureau: WHA

Local Agents:

2) Transportes Fink
Fernanda Viana
Tel 5521-3410-0716
Email fviana@fink.com.br

1) Transportes Frey
Rue Carlos Pena Filho
170 Jiquia Recife - PE 50850-030 Brazil
POC: Antonio Gomes, Jr.
Tel: 55-81-3428-3277
Fax: 55-81-3428-7791
Email: mfrey@hotlink.com.br

Post: Rio De Janeiro

Bureau: WHA

Local Agents:

2) Teamwork International Moving
Avenida Brasil, nº. 33.809 B
Bangu, Cep: 21852-002
Rio de Janeiro, RJ, Brasil
POC: Jania Pirete
Tel: (5521) 2481-2531
Fax: (5521) 3351-3569
jania@teamworkintl.com.br

1) Transportes Fink S.A.
Estrada dos Bandeirantes 2.856
Jacarepagua
Rio de Janeiro – CEP: 22775-110
Rio de Janeiro – Brasil
POC: Ms. Laura Ganon, General Manager
E-mail: lganon@fink.com.br
POC: Ms. Marcela Britto (in/out shipments
Supervisor)
Tel: 55 21 3410-9715
E-mail: mbritto@Fink.com.br

ITGBL Local Agents

Post: Sao Paulo

Bureau: WHA

Local Agents:

1) Fink Transportes S.A.
Rua Cardeal Santiago Luiz Copello, 81
CEP: 05308-000 Sao Paulo - SP - Brazil
POC: Cristiane Balista, Director
Tel: 55 11 3839 5401
Fax: 55 11 3835 3366
Email: cbalista@fink.com.br
General Email: finksp@fink.com.br

Country: Brunei

Post: Bandar Seri Begawan

Bureau: EAP

Local Agents:

Morley & Co. (B) Sdn. Bhd.
7A Jln Sg. Buloh II
Spg. 705, Jln Muara BU 1329
Negara Brunei Darussalam
POC: Paul Morely Charles, General Manager
Tel: 673-279-0563/ 279-0705/ 279-0569
Fax: 673-279-0563
Email: morley@brunet.bn

Country: Bulgaria

Post: Sofia

Bureau: EUR

Local Agents:

1) Orbit Ltd.
International Forwarding & Moving
16, Prodan Tarakchiev Str.
1540 Sofia, Airport Area
Bulgaria
Central Tel.: +359 2 970 6300/400/500
Direct Tel: +359 2 970 6311,
Cell : +359 89 990 3339
Fax: +359 2 970 6333
e-mail: lrangelov@orbit.bg
hhgs@orbit.bg
www.orbit.bg

2) Matrix Relocations
Building 12, Business Park Sofia
1766 Sofia, Bulgaria
POC: Dessislava Bosman
POC: Nick Milev, Country Manager
Tel: +359 2 807 6633 / +359 2 807 6631 (direct line
Bosman)
Fax: +359 2 807 6639
Cell: +359 88 835 4591 (Bosman) / +359 88 897
2775 (Milev)
Email: dessislava.bosman@matrixrelo.com
Email: nick.milev@matrixrelo.com
Website: www.matrixrelo.com

ITGBL Local Agents

Country: Burkina Faso

Post: Ouagadougou

Bureau: AF

Local Agents:

2) TRANS'DEM
01 BP 163 Ouagadougou 01, Sector 15 Ouaga
2000
Rue de la Jeunesse
Ouagadougou, Burkina Faso
POC: Bachetta Laurent
Tel: 226-50-37-67-30
Fax: 226-50-37-67-31
Email: transdem@fasonet.bf

3) SDV – Bollore, Africa Logisitcs Mr. Michael
Bassinga, Responsable Service Aerien
32, rue de L'unicef 01 BP 379 Ouagadougou 01
Tel: 226-50-31-77-55, 226-50-31-12-03
Fax: 226-50-31-25-08
Email: michael.bassinga@bollore.com

1) AGS Worldwide Movers
Zone du Bois, 01 BP
1767 Ouagadougou, Burkina Faso
POC: Antoine Secretan
Tel: 226-50-36-16-79
Fax: 226-50-36-12-24
Email: direction-burkinafaso@agsmovers.com

Country: Burma

Post: Rangoon

Bureau: EAP

Local Agents:

2) Asian Tigers Mobility
Room 504, MMG Tower
#44/56, Kannar Road
41st-42nd Street
Botataung Township
Yangon, Myanmar
Phone # (951) 250 290
Mobile (959) 506 3050
Fax : (951) 252 313
Attn: Ruud J.M. von Martels, Director
e-mail: ruud.vmartels@asiantigers-myanmar.com

4) Schenker (Thai) Ltd., Yangon Branch
POC: Aung Kyaw Soe Thu (Branch Manager)
#59 A, U Lun Maung Street, 7 Mile, Mayangone
Tsp., Yangon, Myanmar
Phone/Fax: + 95 1 651 250, 667 686, 666 646
Mobile : + 95 9 4210 960 12

1) Crown Relocations (Crown Worldwide Movers)
790 (Room #702) Danathiha Center
Bogyoke Aung San Street, Lanmadaw Township
Yangon, Myanmar
POC: Daw Su Htway Win, General Manager
Tel: (951) 223 288 x702
Fax: (951) 229 212
Email: yangon@crownrelo.com;
crownworldwide@mptmail.net.mm

3)N.M.T. Ltd.
#123 – 2nd Floor, 42nd Street
Botataung Township
Yangon, Myanmar
Tel: 951-245854 , 951-380389 Fax:951-392424
POC: Daniel RAJIV
e-mail: NMT@mptmail.net.mm

ITGBL Local Agents

Country: Burundi

Post: Bujumbura

Bureau: AF

Local Agents:

2) AGS Frasers Burundi
Avenue Teza, Quartier Asiatique
BP 2762 Bujumbura, Burundi
Tel : +257 22 24 58 04
Direct : +257 22 24 58 05
Mobile: +257 76 934 724 / +257 78 809 801
E-mail : manager-burundi@agsmovers.com
Email address for US agent contact: ITGBL-
Africa@agsmovers.com

3) Worldwide Movers
POC: Oscar Nduwimana
Cell: 00257 76 607953
Email: wwmbdi@usan-bu.net

1) SDV Transami Burundi
POC: Salvator Sindayihebura
Tel: 00257 22 22 96 93
Fax: 00257 22 22 58 95
Cell: 00257 79 910 378
Email: Salvator@sdv-bu.com

ITGBL Local Agents

Country: Cambodia

Post: Phnom Penh

Bureau: EAP

Local Agents:

3) JVK-NAGA Movers Ltd.
1157 National Road #2, Bldg B
Sangkat Chakangrea Leu, Khan Mean Chey
Phnom Penh, Cambodia
Tel: 855-23-216-781
Fax: 855-23-216-751
E-mail: cambodia@jvkasia.com
POC: Mark Donohoe
Tel: (855) 23 724 746
Fax: (855) 23 366 323
Email: mark.donohoe@jvkasia.com
** bonded facility **

4) Crown Worldwide Ltd.
(Cambodia)
115-116 Street, 335, Corner 542,
Boeung Kok 2
Khan Toul Kork, Phnom Penh,
Cambodia
POC: Frank P. Kursteiner, Country Manager
Email: fkursteiner@crowrelo.com
Tel: 855-23 881 004
Fax: 855-23 884 451
Website: www.crownrelo.com
** bonded facility **

2) Circle Worldbridge International
Ltd.
#104A, First floor of Hong Kong
Center, Prah Sothearos Blvd.
Phnom Penh, Cambodia
POC: Mr. Sear Rithy
Tel: (855) 23 216 049
Fax: (855) 23 224 453
Email: cfi@camnet.com.kh
rithy_sear@worldbridge.com.kh
** bonded facility **

1) Asian Tigers Transpo
International (Cambodia) Ltd.
86 Street 160
Phnom Penh, Cambodia
POC: Paul Glew, Country
Director
Tel: (855-23) 880 951
Fax: (855-23) 880 952
Email: paul.glew@asiantigers-
cambodia.com
Website:
www.asiantigersgroup.com
** bonded facility **

ITGBL Local Agents

Country: Cameroon

Post: Douala

Bureau: AF

Local Agents:

Post: Yaounde

Bureau: AF

Local Agents:

2) CODEM AGS Groupe
Elig Edzoa Area
Box 6900
Yaounde, Cameroun
POC: Herve Bax de Keating
Tel: (237) 22 20 33 25
Fax: (237) 22 20 33 24
Cell: (237) 99 50 34 12
Email: direction-yaounde@agsmovers.com

3) AGS FrasersCameroon
13, Ernest Betote-Douala Street
Douala, Cameroun
POC: Didier Bertay
Tel: (237) 33 42 95 48
Fax: (237) 33 42 19 53
Cell: (237) 99 50 34 09
Email: manager-cameroon@agsmovers.com

1) MAC PAC INT'L
1321 RUE CHARLES BINDZI
B.P 1095
YAOUNDE - CAMEROUN
Tel: 00 237 22 20 41 74
Fax: 00 237 22 20 41 75
email: macpaclouis@yahoo.fr
ATTN: MR FRANCK HERTZ OR MR ALAIN HERTZ

ITGBL Local Agents

Country: Canada

Post: Calgary

Bureau: WHA

Local Agents:

3) Williams Freight Forwarders
7757 - 8th Street NE
Calgary, Alberta T2E 8A2
POC: Jeff Anderson, Branch Manager
Tel: (403) 295-5525
Fax: (403) 663-8629
Cell: (403) 850-3850
Email: janderson@thewmsgroup.com

1) Tippet Richardson
2905 - 37 Avenue NE
Calgary, Alberta T1Y 5Z9 Canada
POC: Robert Montgomery, International Sales
Manager
Tel: (403) 299-9721
Fax: (403) 299-9750
Cell: (403) 560-9262
Email: robm@tippet-richardson.com

2) AMJ Campbell
901 - 57 Avenue, NE
Calgary, Alberta T2E 8X9
POC: Doug Jasper, Branch Manager
Tel: (403) 204-6253
Fax: (403) 248-7479
Email: DJasper@AMJCampbell.com

ITGBL Local Agents

Post: *Halifax*

Bureau: *WHA*

Local Agents:

3) Guardian Transfer and Storage, North American Van Lines
210 Joseph Zatzman Drive
Burnside Industrial Park
Dartmouth, Nova Scotia B3B 1P4
POC: Dave Taylor, President and Co-Owner
Tel: 1-800-668-1353
Email: dtaylor@guardiantransfer.com

6) Halifax Transfer and Storage, Allied Van Lines
5 Burley Court
Burnside Industrial Park
Dartmouth, Nova Scotia B3B 2A3
POCK: Margaret Gray, Sales Representative
Tel: 902-468-6683
Email: M.gray@halifaxtransfer.ns.ca

5) Maritime Moving and Storage, Allied Van Lines
51 Thornhill Drive
Burnside Industrial Park
Dartmouth, Nova Scotia B3B 1R9
POC: Jack Flemming, President and Owner
POC: Norman Burke, Financial Officer
Tel: 902-468-6868
Email: mduffy@amjcampbell.com

2) Premiere Van Lines, Atlas Van Lines
31 John Savage Avenue
Dartmouth, Nova Scotia B2B 2C9
POCL Jessica Brown, Senior Sales Executive
Tel: 902-468-4313
Email: jbrown@premierevanlines.com

1) Burgess Transfer, United Van Lines
20 Oland Court, Burnside Industrial Park
Dartmouth, Nova Scotia B3B 1V2
POC: Graham Burgess, Co-Owner
Tel: 902-468-2929, 1-800-565-2929
Email: graham@burgesstransfer.com

4) AMJ Campbell Van Lines, Atlas Van Lines
15 Williams Avenue
Burnside Industrial Park
Dartmouth, Nova Scotia B3B 1X3
POC: Mike Duffy, Sales Consultant
Tel 902-481-2040
Email: mduffy@amjcampbell.com

Post: *Montreal*

Bureau: *WHA*

Local Agents:

2) AMJ Campbell International
1475, 55ieme avenue
Dorval, Quebec, Canada
H9P 2W3
Tel: 1 800 874 1071
POC: Eric Belanger

1) Martel Express (Montreal) INC. (Member of United Van Lines)
10105 Boul. Henri-Bourassa West
Montreal, Wuebec, Canada H4S 1A1
POC: Mathieu Valade
Tel: 514-331-3311
Fax: 514-331-0303
Email:
mathieu.valade@martelexpressmontreal.com

ITGBL Local Agents

Post: Ottawa

Bureau: WHA

Local Agents:

1) Campbell Moving Systems
165 Iber Rd
Stittsville, ON
POC: Karen Crosby 613-831-4737
Karenc@Campbellmoving.ca

2) AMJ Campbell
2710 Stevenage Dr
Ottawa, ON
POC: Claude Martel 613-737-0000
cmartel@amjint.com

3) Outaouais Moving
150 Jean Proulx
Gatineau, QC
POC: Kym Leroux 819-771-1634
Kym@outaouaismoving.com

Post: Quebec

Bureau: WHA

Local Agents:

3) CDP Inc.
1010, ave. Godin
Quebec (Quebec) G1M 2X(
POC: Mr. Jacques Gobeil
Tel: 418-687-3830 or 1-800-663-3820
Fax: 418-687-4419
Website: <http://gcdp.ca/contact/php>

1) Demenagement Ste-Foy
445 Mendel Street
Quebec (Quebec) G1X 4B9
POC: Mr. Julien Richard
Tel: 1-800-463-2606
Fax: 1-418-872-2464
Website: <http://www.demenagementstefoy.com>

2) Demenagement Rapide, Inc.
1630 Blvd. Talbot
Quebec (Quebec) G2N 0C5
POC: Mr. Jean Claude Marquis
Tel: 1-800-463-5708
Fax: 418-849-2764
Website:
<http://www.demenagement.qc.ca/home.html>

ITGBL Local Agents

Post: Toronto

Bureau: WHA

Local Agents:

1) Intercontinental Van Lines
26 Riviera Drive, Unit #1
Markham, Ontario, L3R 5M1
POC: Tim Garside - President
Tel: 905-946-859 / 800-533-5247
Fax: 905-946-1798
Email: timg@intercontinentalgroup.com Web-site:
www.intercontinentalgroup.com

3) Royal Moving and Storage
2301 Royal Windsor Drive, Unit 5
Mississauga, Ontario Canada L5J 1K5
POC: John Ho, Managing Partner
Tel: 905-823-6655 or 1 800 667 6046
Fax: 905-823-9220
E-mail: johnho@kms-royalmoving.com

2) Global International
450-3 Esna Park Drive
Markham, Ontario, Canada L3R 1H5
POC: Jim Petrakos, President
Tel: 905-475-1990/800-230-8741
Fax: 905-475-9542
Email: jim@globalintlcanada.com
simeona@globalintlcanada.com

Post: Vancouver

Bureau: WHA

Local Agents:

1) Salmon's Transfer Ltd.
9500 Van Horne Way, Suite 100
Richmond, B.C. V6X 1W3
POC: Lynne Davies-Brown
Tel: (604) 273-2921
Email: lynne@salmonstransfer.com

2) Williams Moving International
2401 United Boulevard
Coquitlam, BC V3K 5Y3
POC: Cynthia Making
Tel: (604) 945-2517
Email: cmaking@williamsinternational.com

3) Bekins World Wide Moving
14251 Burrows Road, Suite 101
Richmond, BC V6V 1K9
POC: Peter Knight
Tel: (604) 214-4444
Email: peter@bekinsworldwide.com

4) Crown Worldwide Group
2112 Indian Fort Drive
Surrey, BC V4A 3L8
POC: Oleg Sverdin
Tel: (888) 531-2609
Email: Osverdin@crowrelo.com

Post: Winnipeg

Bureau: WHA

Local Agents:

ITGBL Local Agents

Country: Cape Verde

Post: Praia

Bureau: AF

Local Agents:

2) TIBA - Cabo Verde
Rua Andrade Corvo num.17-2º Plateau - Praia -
Santiago
POC: Hector Sousa Tel: 238
/ 2618541
Fax: 238 / 2618542 Cel: 238 /
9702263
Email: hsousa@tibagroup.com

1) AGS Cabo Verde Mudancas LDA
24, Rua da UCCLA - Achada Sto. Antonio
CP 225-A
Praia, Cape Verde
POC: Joele LUACES
Tel: 238 262 36 22
Email : manager-caboverde@agsmovers.com
Website: www.agsworldwide-movers /
www.agsfrasers.com

Country: Central African Rep.

Post: Bangui

Bureau: AF

Local Agents:

3) SCAFE **
Avenue Barthelemy Boganda
B.P. 929
Bangui, Central African Republic
Tel: 236 21619261
Email: scafebgui@yahoo.fr or limchrist@yahoo.fr
** freight forwarders

1) SDV Centrafrique **
Rue Parent, B.P. 32
Bangui, Central African Republic
Tel: 236 21614822
Fax: 236 21614278
Email: sdvbangui@cf.dti.bollore.com

4) AGS Centrafrique *
Immeuble SOCATRAF Port Amont
B.P. 1468
Bangui, Central African Republic
Tel: 236 21610182/ 75054688
Fax: 236 21611378
Email: ags-bangui@ags-demenagement.com or
agsbangui@intnet.cf
* sole packing company for post

2) TTCI Centrafrique **
Rue Martin Luther King
B.P. 1564
Bangui, Central African Republic
Fax: 236 21616050/ 21617751
Email: ttc_i_douane@yahoo.fr.

Country: Chad

Post: N'djamena

Bureau: AF

Local Agents:

ITGBL Local Agents

Country: Chengdu

Post: Chengdu

Bureau: EAP

Local Agents:

3) Unigroup Worldwide UTS- Chengdu
Room 605, Hong Chuan Mansion, New 17#
Consulate Road, Chengdu, PRC 610041
POC: Aimee Zhang
Tel: 86-028-85287058
Fax: 86-028-85287078
Email: aimee_zhang@unigroupworldwide.com

1) JVK-Magellan International Movers Ltd.
No. 26, Unit 1, Block 27, Wu Li Dun
Wai Hua Town, Jinniu District
Chengdu, China
Tel: 86-028-8753-7296
Fax: 86-028-8753-7296
E-mail: chengdu@jvkasias.com
POC: Fay Chen
Tel: 86-028-8535-5360
Fax: 86-028-8535-5370

5) AGS FOUR WINDS International Movers
Room 1808, Building 2-1, Sun Dynasty
International Towers,
No. 27 South Renmin Road, Chengdu, China
610041
POC: Lucy Luo
TEL: 86-28-85293491
FAX: 86-28-85293492
Email: lucy.luo@agsfourwinds.com

4) SINO SANTA FE International Transportation
Services CO., LTD Sichuan Branch
Room 6B, Hongdi Mansion, 153# North Kehua
Road, Chengdu, China 610021
POC: Jessie Tang
TEL: 86-28-85226788
FAX: 86-28-85226012
Email: jessietang@santafe.com.cn

2) Crown Worldwide (China) Co., LTD.
Chengdu Branch Suite 2407, Kehua Tiancheng
Building, No 2 Kehua
Zhong Road Chengdu, Sichuan, China 610041
POC: Mr. Philip Benusa
Tel: 86-028-86080361 x333
Fax: 86-028-85353046
Email: pbenusa@crownrelo.com

ITGBL Local Agents

Country: Chile

Post: Santiago

Bureau: WHA

Local Agents:

3) DECAPACK
Av. Claudio Arrau 9452, Pudahuel
Santiago - Chile
POC: Katherine Leiva, Import Move Coordinator
Tel: +56 2 2488 1103
Fax: +56 2 2488 1010
E-mail: Katherine.leiva@decapack.com
POC: Soraya Vásquez Murillo, Export Move
Coordinator
Tel: +56 2 2488 1171
Fax: +56 2 2488 1010
E-mail: Soraya.vasquez@decapack.com
Website: www.decapack.com

2) REMSSA S. A
Lope de Ulloa 1885, Quinta Normal
Santiago – Chile
POC: Maria Eugenia Rojas, Vice President Import
Division
Tel: +56 2 2775 9990
Fax: +56 2 2773 6724
E-mail: mer@remssa.cl
Group e-mail: remssa@remssa.cl
Miami Office: remssamia@aol.com
POC: Monica Silva, Vice President Export Division
Tel: +56 2 2775 9990
Fax: +56 2 2773 6724
E-mail: msilva@remssa.cl
Group e-mail: remssa@remssa.cl
Miami Office: remssamia@aol.com
Web Site: www.remssa.cl

4) Unipack S.A.
Luis Silva
Managing Director
Av. Pde. Eduardo Frei Montalva N° 6070
Quilicura, Santiago – Chile
Phone : (56-2) 2799 7000
Fax: (56-2) 2799 7070
Mail : lsilva@unipack.cl / info@unipack.cl
web: http://www.unipack.cl

1) WARD VAN LINES S.A
Americo Vespucio 2050 - Quilicura
SANTIAGO – CHILE
POC: Hugo Torres, Import Coordinator
Tel Office: +56 2 2623-3373 Ext 720
Fax : +56 2 2623-3916
E-mail: hugo.torres@wardvanlines.com
POC: Sebastian Laporta, Director Global Business
Development
Tel Office: +56 2 2623-3373 Ext 210
Fax : +56 2 2623-3916
E-mail: sebastian.laporta@wardvanlines.com
Web Site: www.wardvanlines.com

ITGBL Local Agents

Country: China

Post: Beijing

Bureau: EAP

Local Agents:

AGS Four Winds International Movers
Suite 51, Ent.2 Bldg 5 Tayuan Compound
Chaoyang District, Beijing 100600 China
POC: Scott Willis
Tel: +86 10 8532 5288
Fax: (86-0) 6566 3406
Email: scott.willis@agsfourwinds.com
Website: www.agsfourwinds.com
** broker's customs bonded warehouse**

Asian Tigers K.C. DAT (China) Ltd.
No. 13 XinZhongXiLi, Room 302
Grand Rock Plaza, DongCheng District
Beijing, 100027 China
POC: Lewis Turner, General Manager (Sales and Marketing)
Tel: 86-10-6415-1188
Fax: 86-10-6417-9579
Email: Lewis.Turner@AsianTigers-Chian.com
Web-site: www.AsianTigersGroup.com ** customs bonded warehouse **

Trans Dragon International Co.
No. 18 Dong Si Huan Zhong Lu
Beijing, China
POC: Simon Zhao
Tel: 86-10-8777-6092/6093/6094
Fax: 86-10-8777-6095
Cell: 13910713182
Email: service.1@transdragon.com.cn;
service.2@transdragon.com.cn **
customs bonded warehouse **

Continental International Moving
26B, BLDG B, BAUHNIA COURT,
NO. 30 DONGSANHUAN BEILU,
CHAOYANGDISTRICT,
BEIJING, CHINA 100026
POC: MR. ZHANG QING
TEL: +86 10 8762 5110
FAX: +86 10 8762 5281
Email: info@cimmover.com or
zhangqing@cimmover.com
** customs bonded warehouse **

Sinotrans Beijing Company
Wang Si Ying Chaoyang
Beijing 100016 China
POC: Wan Ke, Sales Manager
Tel: 86-10-8739-9552
Fax: 86-10-8739-9360
Cell: 13911153625
Email: Wanke@sinotransbj.com ** customs bonded warehouse **

Unigroup Worldwide UST-Beijing
Room 7B8, West Wing, Hanwei Plaza, No.7,
Guanghua Road
Chaoyang District, 100004, Beijing China
POC: Elaine Yeo, Sales Manager
Tel: 86-10-6561-0688
Fax: 86-10-6561-6980
Email: elaine_yeo@unigroupworldwide.com
Website: www.unigroupwprdwide.com

ITGBL Local Agents

Sino Santa Fe International Transportation
Services Co., Ltd.
No. 2, Street No. 8, Beijing Airport Logistics Zone
Beijing 101300 China
POC: Chad Forrest, Division Manager
Tel: 86-10-6947-0688
Fax: 86-10-6947-0699
Email: cforrest@santafe.com.cn
Website: www.santaferelo.com ** customs
bonded warehouse **

Move One Relocations
Kelun Building, Suite A 710
12 Guanghua Road, Chao Yang District
Beijing 100020 China
POC: Andrew Harris
Tel: (86) 10-6581-4046
Fax: (86) 10-6581-4047
Cell: 13511030963
Email: andrew.harris@moveone.info
Website: http://moveonrelo.com

Asian Express International Movers
Room 2908, Tower 6, SOHO New Town
88 Jiangouo Road
Beijing, China
POC: Michael Schopp
Tel: 86-10-8580-1471
Fax: 86-10-8580-1475
Cell: 13601304760
Email: mike@aemovers.com.hk

JVK Magellan International Movers, Ltd.
Room 26B, Block Two, Bauhinia court
No. 30 Dongsanhuan Beliu Road
Chaoyang District, Beijing 100023, PR China
POC: Paul Sutton
Tel: 86-010-8762 5047
Fax: 86-010-8762 5281
Email: beijing@jvkasia.com or
paul.sutton@jvkasia.com

Country: China- All other points

Post: Wuhan

Bureau: EAP

Local Agents:

2)Crown Relocation
POC Harry Wang: 139 8600 9529
henrywang@crowrelo.com

1) 武汉环球物流有限公司
Wuhan Huanqiu Wuliu Co. Ltd
POC Daisy Zha: 134 7602 8002 daisy.zha@my-
glc.com

3)Santa Fe Relocation service,
POC: Tony Hu: 186 2706 8399
thu@santafe.com.cn

ITGBL Local Agents

Country: Colombia

Post: Bogota

Bureau: WHA

Local Agents:

3) Aviatur S.A.
Calle 40 102-24
Bogota, Colombia
POC: Juliana Cruz
Tel: 422100
Fax: 4180584
Email: juliana.cruz@aviaturcarga.com.co

1) Aviomar S.A.
Avenida El Dorado #96 - 47
Bogota, Colombia
POC: Ximena Tobar
Email: ximena_tobar@aviomar.com.co
Email: ximena.tobar@aviomar.com.co
Cell: 313 294 0462.
Tel: 742 6969
Fax: 415-2261
*** Bonded Facility ***

2) ABC Logistics Cargo's POC
Calle 24, 95-12 Bodega 45,
Parque Industrial
Portos, Colombia
POC: Maria Andrea Rodriguez
Tel: 422 2383/ 422 2388
Fax: 422-2380
Email: marodriguez@abccargolog.com

4) Portan S.A.
Calle 19 # 32 - 49
Bogota, Colombia
POC: Luis Colmenares, Manager
Tel: 277-0401/ 277-0441/ 565-8421/ 562-1232/
562-1253
Fax: 562-0618

Country: Congo, Republic of

Post: Brazzaville

Bureau: AF

Local Agents:

SDV Congo
Avenue Felix Eboue, PO Box 2345
Brazzaville, Republic of the Congo
POC: Mr. Yvon Vancoppenalle
Tel: 242 6666156
Email: Yvon.vancoppenalle@cg.dti.bolllore.com

1) DEMEX
PO Box 15036
Brazzaville, Republic of the Congo
POC: Mr. Wilfride Nzouka
Tel: 242 813417/ 5218388/ 5517091
Email: demex0042000@yahoo.fr
Website: www -congo.com

CODM
PO Box 1280
Brazzaville, Republic of the Congo
POC: Mr. Matsiona Paul
Tel: 242 816124/ 5518374/ 6664286
Email: congo_codem@yahoo.fr

ITGBL Local Agents

Country: Costa Rica

Post: San Jose

Bureau: WHA

Local Agents:

1) APA Worldwide Movers
Building Suite 1-14
Centro Colon Building
San Jose, Costa Rica
POC: Fabian Ortiz
Tel: (506) 2233-4785
Cell: (506) 8335-6464
Fax: (506) 2233-0517
Email: fortiz@apaworldwidemovers.com or
info@apaworldwidemovers.com
www.apaworldwide.com
** bonded warehouse**

2) Mudanzas Mundiales
PO Box 6540 - 1000
San Jose, Costa Rica 01000
POC: Diana Estupiñan
Tel: (506) 2259-2222
Fax: (506) 2233-3389
Email: destupinan@gmm.co.cr
** bonded warehouse **

Country: Cote D'Ivoire

Post: Abidjan

Bureau: AF

Local Agents:

3) S.E. Transit Diot
01 BP 15
Abidjan 01, Côte d'Ivoire
POC: Karamoko Sonounou
Tel: (225) 21-24-86-20
Fax: (225) 21-24-78-47
Cell: (225) 07-08-59-01
Email: setdiot@aviso.ci

1) Packing Service International
G30 Rue Des Majorettes à Biétry
07 B.P. 66
Abidjan 07, Côte d'Ivoire
POC: Jean Pierre Ceron, Director
Tel:(225)21-25-27-17
Fax:(225)21-25-28-13
Email:demenagement@packing-Service.com
Bonded Facility

□2) AGS COTE D'IVOIRE

21 RUE DE L'INDUSTRIE ZONE 3
En Face de Castelli
18 BP 108 Abidjan 18
POC: Frederic Gros, Director and
Manager
Tel: (225) 21-25-73-73
21-25-74-74
Fax:(225)21-25-75-75
Email:directeurags@afnet.net

ITGBL Local Agents

Country: Croatia

Post: Zagreb

Bureau: EUR

Local Agents:

4) Move One Zagreb
Zupanijska 10
10000 Zagreb, Croatia
POC: Mr. Danijel Lackovic
Tel: 385-1-363-6065
Fax: 385-1-363-5157
Email: danijel.lackovic@moveonerelo.com or
moving@moveonerelo.com

3) Corstjens Zagreb
Savska cesta 141
10000 Zagreb, Croatia
POC: Ms. Gordana Tomic-Vincek
Tel: 385-1-605-5148
Fax: 385-1-605-5940
Email: info.zagreb@corstjens.com

1) Zagreb-Dean d.o.o.
XIV Podbrezje 19
10020 Zagreb, Croatia
POC: Mr. Nenad Leskovar
Tel: 385-1-655-5270
Fax: 385-1-655-5280
Email: Zagreb-dean@zg.htnet.hr

2) AGS Zagreb
Buzinski prilaz 21. Buzin
10010 Zagreb, Croatia
POC: Martin de Surveilliers
Tel: 385-1-660-8304
Fax: 385-1-660-8155
Email: manager-zagreb@agsmovers.com

Country: Cuba

Post: Havana

Bureau: WHA

Local Agents:

Country: Cyprus

Post: Nicosia

Bureau: EUR

Local Agents:

1) Orbit Moving and Storage
22 KARAVOSTASIOU STREET,
DHALI INDUSTRIAL AREA, CY 2540, NICOSIA,
CYPRUS
POC: Ms. Natasha Tavoukjian
Tel: 357 22 871471 Cell:
00357 99 68 75 63
Fax: 357 22 817122 Email:
natasha@orbitcy.com
Website: www.orbitcy.com

ITGBL Local Agents

Country: Czech Republic

Post: Prague

Bureau: EUR

Local Agents:

4) Move One Relocations, Prague
Vinohradská 25
120 00 Praha 2, Czech Republic
POC: Daniel Urban
Tel: 00 420 233 321 406
Fax: 00 420 233 901 440
Cell: 00 420 603 563 696
Email: daniel.urban@moveonerelo.com

1) AGS, International Movers, Prague
Na Jarově 2/2424
130 00 Prague 3, Czech Republic
POC: Mr. Samuel Barrois
Tel: 420 286 882 160
Fax: 420 286 882 162
Email: samuel.barrois@agsmovers.com;
jeremie.cohen@agsmovers.com and manager-
prague@agsmovers.com

3) Interdean International Relocation
Interdean, spol. s.r.o.
U silnice 949
161 Praha 6, Czech Republic
POC: Michael Vincenec
Tel: 00 420 233 313 154, 155, 158
Fax: 00 420 233 313 156
Cell: 00 420 602 140 619
Email: michael.vincenec@interdean.com
Email: prague@interdean.com

5) HrubyMOVING s.r.o.
sídl. společnosti - Kostecká 879, 196 00 Praha 9
provozovna / korespondenční adresa -
Logistický areál Northpoint D8 Distribution Park
hala DC05
Ke Zdibsku č.p. 620, 250 67 Klecany
POC: Pavel Hasenöhrl,
Senior Relocation Advisor M: +420
774 738 028
T: +420 234 091 659
F: +420 283 933 939
hasenohrl@hrubymoving.cz
www.hrubymoving.cz
**incoming/outgoing DOD shipments **

2) Corstjens Worldwide Movers Group, Prague
Jeremiasova 947
155 00 Praha 5, Czech Republic
POC: Klara Jakubickova; Eva Baschiera
Tel: 00 420 235 520 545/6
Fax: 00 420 235 520 547
Cell: 420 603 525 286
Email: info@corstjens.com; klaraj@corstjens.com;
evab@corstjens.com

ITGBL Local Agents

Country: Denmark

Post: Copenhagen

Bureau: EUR

Local Agents:

2) Mobiltransport Denmark
Islevdalvej 110
2610 Rodovre, Denmark
Tel: 45 70 10 44 00
Fax: 45 44 84 92 22
Email: mobil@mobil.dk

1) Team Allied (Adam Transport)***** FIRST
PREFERENCE*****
Kanalholmen 31-33
2650 Hvidovre, Denmark
POC: Flemming Peetz-Schou
Tel: 45 36 86 00 04
Fax: 45 36 86 00 95
Email: flemming.peetz-
schou@adam.dk

bonded facility

Country: Djibouti

Post: Djibouti

Bureau: AF

Local Agents:

1) ETS. MARILL
8, Rue Marchade, BP 57
Djibouti
POC: Laurent Eme, Transit Marill, Removal
Department Manager
Tel 00 253 21 35 49 24
Mobile 00 253 77 82 31 18
Fax 00 253 21 35 64 64
Email : laurent.eme@groupe-marill.dj
POC Thierry Marill, Groupe Marill, Directeur
General
Tel operator 00 253 21 35 11 50
Tel direct 00 253 21 35 37 31
Email: thierry.marill@groupe-marill.dj
Webiste: www.groupe-marill.com

2) Massida Logistics
Reuben Ahronee – General Manager
Bd Cheick Osman – PO Box 661
Djibouti RDD
Tel: (253) 35 15 31
Fax: (253) 35 55 18
reuben@massida-logistics.com
info@massida-logistics.com
www.massida-logistics.com

ITGBL Local Agents

Country: Dominican Rep.

Post: Santo Domingo

Bureau: WHA

Local Agents:

4) Mudanzas del Caribe
Winston Churchill Y14C
Plaza Las Americas, 3rd Flr.
Santo Domingo, Dominican Republic
POC: Reynaldo Ruiz
Tel: (809) 548-5420
Fax: (809) 548-6385
Email: c.movers@claro.net.do

1) Teodulo Aquino CXA.
POC: Silvia Aquino
Tel: (809) 536-4041
Email: Teodulo.Aquino@claronet.do
** customs bonded facility **

2) L&G International Movers
POC: Jose Lopez
Tel: (809) 530-4494
Email: jlopez@lginternationalmovers.com

3) La Rosa Del Monte Express
POC: Maria Arias
Tel: (809) 687-6620
Email: domrep@larosadelmonte.com

Country: DR Congo

Post: Kinshasa

Bureau: AF

Local Agents:

2) Ets Jade
Avenue Akula,24
Kinshasa Kingabwa, DRC
Tel: 243-819505056
P.O.C: Bijou Van Eycken
Email: vaneyckenb@yahoo.fr ; ebutab@yahoo.fr
***Packing/ Shipping/Clearing

1) AGS Kinshasa
Kinshasa/ Limete
P.O.C: Julien Porcher
Email: manager-kinshasa@agsmovers.com; import-kinshasa@agsmovers.com
***Packing/ Shipping/Clearing

3) SDV Agetraf
Avenue Bobozo,4200
Kinshasa Kingabwa, DRC
Tel: 243-991004890
P.O.C: Kevin Degraeve or Olivier Miasuekama
Email: Kevin.degraeve@bollore.com ;
olivier.miasuekama@bollore.com
***Shipping/Clearing

ITGBL Local Agents

Country: East Timor

Post: Dili

Bureau: EAP

Local Agents:

1) JVK International Movers Ltd.
Rua Martires De Patria
Beto Timor, Block A, No. 71 Comoro
Dili, East Timor
Tel: 670-723-5784
Fax: na
E-mail: east.timor@jvkasia.com
POC: Cornelio Pacheco
Tel: 670 33 10076
Cell: 670 723 5784
Email: east.timor@jvkasia.com;
cornelio@jvkasia.com

2) Toll Global Forwarding
POC: Azizul Annuar
Tel: 3322833
7711223
Email: azizul.annuar@tollgroup.com

Cell: 670

3) D&N Movers
POC: Cornelio Pacheco
D&N movers unipessoal lda
rua martires da patria,comoro Dili Timor Leste
phone: + 670 7747 0203, +670 7718 1957 + 670
7725 7352 , + 670 7725 9711
skype: dnmoverstl
Email: pacheco.dnmoverstl@gmail.com;
dn.moverstl@gmail.com

ITGBL Local Agents

Country: Ecuador

Post: Guayaquil

Bureau: WHA

Local Agents:

2) Cayser Carga Y Servicios
Av. Juan Tanca Marengo Lm 0.5
Guayaquil, Ecuador
POC: Ing. Fernando Caicedo, General Manager
Tel: (593-4) 239-4403/ 229-5954
Fax: (593-4) 239-4403
Email: fcaicedo@cayser.net

1) INSA - International Shipping and Storage
Av. Juan Tanca Marengo Km. 3 1/2
Guayaquil, Ecuador
POC: Ing. Vicente Avalos, General Manager
Tel: (593-4) 223-2312/ 224-9876/ 264-4572
Fax: (593-4) 223-7447
Email: vavalos@grupoinsa.com

3) Metropolitan Expreso
Panamericana Norte Km 3 1/2, Los Cedros
Quito, Ecuador
POC: Diego Pesantes, Director
Tel: (593-2) 247-5733
Fax: (593-2) 247-5730
Email: diego_pesantes@metropolitanexpreso.com

4) Global Transport
Bartolome Sanchez No. 71-69 y E. Guerrero
Panamericana Norte Km. 6 1/5 detras de Nutrexpa
Quito, Ecuador
POC: Pablo Calero, President
Tel: (593-2) 248-0372/ 248-0406
Fax: (593-2) 248-0443
Email: pcalero.global@andinanet.net

Post: Quito

Bureau: WHA

Local Agents:

4) Premium Logistics
Tomas Chariove N47-204 yA. Zambrano
Quito, Ecuador
POC: Ing. Raul Serrano, Manager
Tel: 593 2 2234768; 593 2 2462998
Fax: 5932-244225
Email: rserrano@premiumlogistics.com.ec

1) Ecuadorian Transport
Malearte No. 654 entre Av. Legarda y Occidental
Quito, Ecuador
POC: Gustavo Lopez, Manager
Tel: 011-5932 2 592171
Fax: 011-5932 2 592172
Email: gerencia@grupoglg.com

2) Global Transport
Bartolome Sanchez No. 71-69 y Enrique Guerrero
Panamericana Norte Km. 6 1/2
Quito, Ecuador
POC: Pablo Calero, Manager
Tel: 011-5932 2 480372/ 406
Fax: 011-5932 2 480443
Email: Isalgado.global@andinanet.net;
Isalgado.global@yahoo.com

3) International Shipping
Av. Eloy Alfaro S.N y de las Anonas
Quito, Ecuador
POC: Maria E. Avalos, Manager
Tel: 011-5932 2 406065/ 066
Fax: 011-5932 2 406067
Email: grupouio@insa.com.ec

ITGBL Local Agents

Country: Egypt

Post: Alexandria

Bureau: NEA

Local Agents:

1) AGS FRASERS EGYPT
Section A - piece 54 - block (R)
6th division - building 54 - 9th floor - apt 91
Zahraa el Maadi - Caro, Egypt
Email: manager@agsegypt.com
Tel : 00 20 (0) 122 813 64 65
Fax : 00 20 (0) 106 668 01 63

3) Crown Relocations Company
Rolf Beutel
Country Manager, Egypt
Email: rbeutel@crownrelo.com
Tel: 20 2 2704.2297 / 98
Fax: 20 2 2704.6510
www.crownrelo.com

4) United Trans Company
Mr. Adel Guirguis
General Manager
Email: trans@grpunited.net
Tel: +202 2460 33 70
Fax: +202 2460 33 80
www.grpunited.net

6) Four Winds International
11A Corniche El Nil,
Maadi, Cairo, Egypt
POC: Mrs Noreen El-Garabawy Chairman
Tel: (02) 02 3580113/3583608
Cell: (02) 010 0300 3888
Fax: (02) 02 3593605
Email: noreen@fourwinds-eg.com

2) Allied Pickfords Company - Egypt
Mr. George Kmeid
Vice-President Sales
Email: george@alliedpickfords-eg.com
Tel: +202-35390 831/2
Fax: +202-35390 383
Mobile: +2 (010) 958-0109

5) Express International Group
Kilo 28, Abou Rawash Industrial Estate
Abou Rawash, Cairo, Egypt.
POC: George Nazzal Tel.: 20-2-
35391540 / 44
Fax.: 20-2-35391545 or 35391441
Vonnage: 817-7043485
E-Mail:- gnazzal@expressintl.com.eg
Web.site: www.expressintl.com.eg

ITGBL Local Agents

Post: Cairo

Bureau: NEA

Local Agents:

5) Four Winds International
11A Corniche El Nil,
Maadi, Cairo, Egypt
POC: Mrs Noreen El-Garabawy Chairman
Tel: (02) 02 3580113/3583608
Cell: (02) 010 0300 3888
Fax: (02) 02 3593605
Email: noreen@fourwinds-eg.com

4) United Trans Company
Mr. Adel Guirguis
General Manager
Email: trans@grpunited.net
Tel: +202 2460 33 70
Fax: +202 2460 33 80
www.grpunited.net

2) Allied Pickfords Company - Egypt
Mr. George Kmeid
Vice-President Sales
Email: george@alliedpickfords-eg.com
Tel: +202-35390 831/2
Fax: +202-35390 383
Mobile: +2 (010) 958-0109

3) Crown Relocations Company
Rolf Beutel
Country Manager, Egypt
Email: rbeutel@crownrelo.com
Tel: 20 2 2704.2297 / 98
Fax: 20 2 2704.6510
www.crownrelo.com

1) AGS FRASERS EGYPT
Section A - piece 54 - block (R)
6th division - building 54 - 9th floor - apt 91
Zahraa el Maadi - Cairo, Egypt
Email: manager@agsegypt.com
Tel : 00 20 (0) 122 813 64 65
Fax : 00 20 (0) 106 668 01 63

6) DHL Global Forwarding
36, Deliverande Street
Heliopolis, Cairo, Egypt
POC: Mrs. Amani Habashi, Removals Department
Manager
Tel: (02) 417 2040
Cell: (02) 10-9990286
Fax: 002 02 2910616
Email: amani.habashy@dhl.com

ITGBL Local Agents

Country: El Salvador

Post: San Salvador

Bureau: WHA

Local Agents:

COMCA INTERNATIONAL
Blvd. Acero No. 12-A
Zona Industrial Merliot
Antiguo Cuscatlan
La Libertad
El Salvador, Central America

POC . Fernando N. Martinez
General Manager
Phone No. 503-2250-9300
Moving.comca@gmail.com

MUDISA (Mudanzas Internacionales, S.A. de C.V.)
Calle Chaparrastique No. 34
Zona Industrial Santa Elena
Colonia Santa Elena, Antiguo Cuscatlan
La Libertad, El Salvador, C.A.
POC: Cecilia Madrid and Lorena Sanchez
Tel: (503) 2289-3198
Email: projectmanager@mudisa.com.sv Website:
www.mudisa.com.sv

Country: Equatorial Guinea

Post: Malabo

Bureau: AF

Local Agents:

EGBL ECUATORIAL GUINEA
MALABO , AIRPORT ROAD KM-3 (PARAISO)
POC : Neftali sima Telf: +240 222 258455
EMAIL: operations@egbllogistics.com

ITGBL Local Agents

Country: Eritrea

Post: Asmara

Bureau: AF

Local Agents:

1) Global Plc. Clearing & Forwarding, Packing
Moving Warehouse
Blue Building No. 2
Asmar, Eritrea
POC: Ghebrekidan Kidane
Tel: 291-1-124445/ 124870
Fax: 291-1-124338
Email: global@gemel.com.er ***** PLEASE
USE GLOBAL FOR ALL OUTBOUND SHIPMENTS

3) Eritrean Clearing & Forwarding Agent, Pvt. Ltd.
Co.
55 Liberty Avenue 1t floor No .08
PO BOX 671
Asmara, Eritrea
POC: Yonas Tekie
Tel: 291-1-123688
Fax: 291-1-1120795
Email: ecfa@gemel.com.er

2) TGM Trans, Clearing & Forwarding, Cargo
Surveyor & Commission Agent
Debreemen Str. 175 House No. 23
PO Box 1385
Asmar, Eritrea
POC: Tewolde Medhin
Tel: 291-1-202584
Fax: 291-1-115625
Email: tgmtrans@eol.com.er

Country: Estonia

Post: Tallinn

Bureau: EUR

Local Agents:

1) AVA Express OU
Peterburi Tee 46
11415 Tallinn, Estonia
POC: Rain Merisalu
Tel: 372 613 9737 or 372 514 8797
Email: rain@ava.ee or ava@ava.ee

ITGBL Local Agents

Country: Ethiopia

Post: Addis Ababa

Bureau: AF

Local Agents:

1) Green International Movers
Addis Ababa, Ethiopia
POC: Brook Befikadu (General Manager)
Email: brook@greenint.com
Tel: 251-011-662-3682
Fax: 251-011-618-7984
Email: contact@greenint.com

3) Panafric Global P.L.C.
Gambia Street, Tsige Mariam Building 2nd Floor
P.O.Box 7408
Addis Ababa, Ethiopia
Tel: +251-115-51 6250/ 7092
Tel: +251-115-15 3243
Fax: +251-115-51 5259
POC: Tesfa Dagnachew, Marketing Director
Mobile: +251-911-60 6741
Email: tesfad@panafricglobal.com
Email: panafric.global@ethionet.et
Web: www.panafricglobal.com

2) Segon International Movers
Addis Ababa, Ethiopia
POC: Mulugetta Asefa / Tsedey Worku
Tel: 251-11-618-5942
Fax: 251-6-637815
Email: segon@telecome.net.et;
segon@ethionet.et; segon.dir@ethionet.et

Country: Fiji Islands

Post: Suva

Bureau: EAP

Local Agents:

1) Williams & Gosling Ltd.
PO Box 79
Suva, Fiji
POC: Gina Pickering
Email: GinaP@wgfiji.com.fj
POC: Tim Fong
Email: Timf@wgfiji.com.fj
Tel: 679-330-0505
Web-site: www.wgfiji.com.fj
**bonded facility **

3) Movements International Fiji
Worldwide Shipping, Moving, Storage & Relocation
Head Office: 9 Reservior Rd
P.O.Box 12158, Suva, Fiji Islands
Tel: +679 3319476 / 3100271,
Tel: +679 3319479 /Mobile: +679 9922021
Email: sales@mifiji.com.fj
Skype: Suresh.mifiji
www.mifiji.com.fj

2) Carpenters Shipping
22 Edinburg Drive
Suva, Fiji Islands
POC: Mr. Manikam Narain, Mr. Ilaisa Labaibure
Tel: (Narain) 679 3228 400, 679 3300 337, 679 9996 445
Tel: (Ilaisa) 679 3228 402, 679 3302 311, 679 9996 439
Email: m.narain.shipping@carpenters.com.fj,
i.labaibure.shipping@carpenters.com.fj

ITGBL Local Agents

Country: Finland

Post: Helsinki

Bureau: EUR

Local Agents:

1) Oy Victor Ek Ab
Hyttitie 3
00700 Helsinki, Finland
POC: Mr. Antti Lind
Tel: 358 9 1251 370
Email: antti.lind@victorek.fi

3) Alfa Quality Moving Oy
Henry Fordinkatu 5 B
00150 Helsinki, Finland
POC: Dennis Westerholm/Managing Director, Peik
Leka/Sales Manager
Tel: 358-207-931100
Fax: 358-207-731109
Email: dennis.westerholm@alfamoving.fi,
peik.leka@alfamoving.fi
Web-site: www.alfamoving.fi

2) Helsingin KTK Oy/ Master Mover
Kankiraudantie 1
00700 Helsinki, Finland
POC: Mrs. Tanja Lehtinen
Tel: 9 7778 7225
Email: tanja.lehtinen@helsinginktk.fi

ITGBL Local Agents

Country: France

Post: Bordeaux

Bureau: EUR

Local Agents:

Post: Lille

Bureau: EUR

Local Agents:

Post: Marseille

Bureau: EUR

Local Agents:

1) Gosselin Worldwide Moving
Belcrownlann 23
2100 Deurne/Antwerp, Belgium
POC: Werner Albrechts
Tel: (32) 33 605 604
Email: wernerA@gosselin.be

2) Provence Services
94 chemin du Littoral
13015 Marseille, France
POC: Benoit Boulais
Tel: (33) 491 095 030
Fax: (33) 491 095 039
Email: b.boulais@provinceservices.com

ITGBL Local Agents

Post: Paris

Bureau: EUR

Local Agents:

4) NEER SERVICE FRANCE - Manager: Mr.
cedric ZIBI
17 Avenue des Morillons - 95140 Garges les
Gonesse, France
Tel: +(33) 1 34 45 50 30 / +(33) 1 34 45 50 00
Fax: +(33) 1 34 45 52 00
E-mail: cedricz@neerservice.fr

8) CROWN RELOCATIONS - Manager: Mr. Jean-
Philippe ERNANDES
7 rue Gustave Eiffel - 78300 Poissy, France
Tel: +(33) 1 30 06 75 37
Fax: +(33) 1 30 06 75 48
E-mail: jernandes@crowrelo.com

6) STERLING CORPORATE RELOCATION
Contact person(contracting office based in Lyon):
Mme. Catherine BOUSSEY
Sterling Relocation
ZA Pesselière - 7, rue Jacques de Vaucanson -
69780 Moins, France
Tel: ++(33) 4 72 47 25 65
E-mail: catherine.boussey@sterlingrelocation.com
Logistic Paris Office:
116 Avenue Aristide Briand - 93153 Le Blanc-
Mesnil cedex, France
TEL: +(33) 1 49 39 47 00 - Fax: +(33) 1 49 39 47 17
E-mail: lyne.neto@sterlingrelocation.com

3) GROSPIRON - Manager: MR. Jean Luc
HADDAD
Z.I. du Coudray, 30/32 Avenue Albert Einstein,
93150 Le Blanc Mesnil, France
Tel: +(33) 1 48 14 41 79 Fax: +(33) 1 48 11 71 70
E-MAIL: jl.haddad@grospiron.com

9) TRANSIT AUTO INTERNATIONAL SAS
Manager: Philippe CHARLES
Office address: 5 Avenue de la Grande Armée
Tél. +33 1 42 25 64 44
Fax. +33 1 45 61 91 61
transauto@orange.fr
*** FOR VEHICLE ONLY***

7) GOUVERNEMENT LOGISTICS NV - Manager:
Stephan GEURTS Junior
Belcrownlaan 23, 2100 DEURNE, BELGIUM
Tel: +(32) 3 360 55 00 - Fax: +(32) 3 360 56 33
E-mail: StephanJr@govlog.be

5) PRODEMIS - Manager: MR. Alain
BEREKBAUM
Contact person: Mme. Brigitte Pagnoud
42 rue Jean-Jaures - 92800 PUTEAUX
Tel: +(33) 1 41 02 94 41 - FAX: +(33) 1 41 02 94 49
E-mail: Bpagnoud@prodemis.fr

2) TEAM Allied - Manager: Mr. Philippe MIRAULT
47 Route Principale du Port
92238 Gennevilliers Cedex, France
TEL: +(33) 1 47 92 45 70 FAX: +(33) 1 47 92 50
50
E-MAIL: Philippe.Mirault@teamrelocations.com

1) INTERDEAN - Manager: MR. Ara KORKIDIAN
6 rue René Razel 91400 Saclay, France
TEL: + 33 (0) 1 80 38 31 00 FAX: + 33 (0) 1 69 35
08 55
E-MAIL: ara.korkidian@interdean.fr

ITGBL Local Agents

Post: Strasbourg

Bureau: EUR

Local Agents:

Sterling Corporate Relocation
ZA Pesseliere, 7 rue Jacques de Vaucanson
69780 Moins, France
POC: Mme. Catherine Boussey, Business Dev.
Mgr.
Tel: 33 4 72 47 25 65 (Lyons)
Email: catherine.boussey@sterlingrelocation.com

Government Logistics NV
Belcrownlanan 23
2100 Deurne, Belgium
POC: Stephan Guerts, Jr., Manager
Tel: 32 3 360 55 00
Fax: 32 3 360 56 33
Email: StephanJR@govlog.be

Neer Service France
2 Rue Desire Lemoine
93300 Aubervilliers, France
POC: Mr. Cedric Zibi
Tel: 33-1-48-35-47-00 - 33-1-48-35-11-11
Fax: 33-1-48-35-47-01 - 33-1-48-35-29-29
Email: cedric@neerservice.fr

Interdean
515 Rue Helene Boucher
78530 Buc Z.I., France
POC: Ara Korkidian, Manager
Tel: 33-1-39-20-14-00
Fax: 33-1-48-14-42-40
Email: ara.korkidian@interdean.fr

PROMEDIS
3, Rue du Te - Fret 4
Bat. 3442 AB - B.P. 14026
95722 Roissy CDG cedex, France
POC: Mr. Alain Berekbaum
Tel: 33-1-41-02-94-41
Fax: 33-1-41-02-94-49
Email: Bpagnoud@prodemis.fr

Sterling Relocation
Logistics Office
116 Ave Aristide Briand
93153 Le Blanc-Mesnil, cedex, FRANCE
POC: Lyne Neto
Tel: 33 1 49 39 47 00
Fax: 33 1 49 39 47 17
Email: lyne.neto@sterlingrelocation.com

Grospiron International
Z.I. du Coudray, 30/32 Avenue Albert Einstein
93150 Le Blanc Mesnil, France
POC: Jean-Luc Haddad
Tel: 33-1-48-14-41-79
Fax: 33-1-48-11-71-70
Email: jl.haddad@grospiron.com

Team Relocations
47 Route Principale du Port
92238 Gennevilliers Cedex, Paris, France
POC: Philippe Mirault
Tel: 33-1 47 92 45 50
Fax: 33-1 47 92 50 50
Email: Philippe.Mirault@teamrelocations.com

ITGBL Local Agents

Country: Gabon

Post: Libreville

Bureau: AF

Local Agents:

AGS Gabon
Z.I. Owendo
B.P. 9161
Libreville, Gabon
POC: Duret Bernard, Director
Tel: 241 07 57 96 70 or 241 07 57 75 49
Fax: 241 70 41 56
Email: direction-gabon@ags-demenagement.com

Country: Gambia

Post: Banjul

Bureau: AF

Local Agents:

1) AGS Frasers Gambia
59 Mamadi Manjang Highway
PMB 422 Serrekunda Post Office
Kanifing, The Gambia
POC: Martial Chazeaud
Contact email: Manager-Gambia@agsmovers.com
Email address for US agent contact: ITGBL-
Africa@agsmovers.com
Tel: 220 437 2683
Fax: 220 437 2524

2) Edgar Holdings Ltd.
5 Liberation Avenue
P.O. Box 143
Banjul, The Gambia
POC: Stephan Banna, Director
Tel: 220 422 6494
Fax: 220 422 7408
Email: edgar@mail.gm

ITGBL Local Agents

Country: Georgia

Post: Tbilisi

Bureau: EUR

Local Agents:

3. INTERDEAN INTERNATIONAL RELOCATION
POC: Revaz Chanturia and / or Amina Ahmedova
E-mail: : revaz.chanturia@interdean.com and
amina.ahmedova@interdean.com
TEL: +995 322 91-70-88
FAX: +995 322 91-70-88
Address: 5B N. Ramishvili St., Tbilisi-0179, Georgia

2. GLOBALINK LOGISTICS GROUP Georgia
POC: Manzoor Shah and /or Ia Meskhi
E-mail: m.shah@globalinkllc.com and
i.meskhi@globalinkllc.com.
TEL: + 995 322 37-25-91/38-18-44
FAX: +995 322 37-34-50
Address: 14-A Shartava St., Suite 7, Tbilisi-0160,
Georgia

1. GOSSELIN MOVING Georgia
POC: John Braeckveldt and / or Eka Menabdishvili
E-mail: : johnb@georgia.gosselingroup.eu or
ekam@georgia.gosselingroup.eu.
TEL: +995 322 59-66-01/02/03
FAX: +995 322 59-66-00
Address: Didi Dighomi, 3-rd Micro-region, Tbilisi-
0131, Georgia

ITGBL Local Agents

Country: Germany

Post: Berlin

Bureau: EUR

Local Agents:

1) Interdean AG
Hauptstr. 07
14979 Grossbeeren, Germany
POC: Simon Blunck
Tel: 49 (0) 33701 21 421
Email: simon.blunck@interdean.com **
bonded facility **

4) Froesch GMBH & Co. KG
Maerkische Allee 45
14979 Grossbeeren, Germany
POC: Boris Germann
Tel: 0049-33701-84509663
Email: info.berlin@froesch.de
** bonded facility **

2) ITO (International Transport Organisation)
Damaschkestr. 31
28308 Bremen / Germany
Mr. Wanja Schiefelbusch
Sales Manager International
Tel: +49 (0) 331-740 9072
Fax: +49 (0) 331-550 3400
Cell: +49 (0) 178-589 2005
Email: ws@ito-movers.de
Mr. Rolf Sommer
Tel: +49 (0) 331-740 00085
Fax: +49 (0) 331-600 28818
Cell: +49 (0) 172 417 6333
Email: rolf.sommer@ito-movers.de

3) Max Jacobi Spedition GmbH
work with UniGroup, Worldwide UTS.
Web: www.max-jacobi.de
POC: Mr. Michael S. Bunce, Sales Manager
Sontraer Strasse 27
D-60386 Frankfurt
Tel: +49 (0) 6940893393
Email: mbunce@max-jacobi.de

Post: Bonn

Bureau: EUR

Local Agents:

ITGBL Local Agents

Post: Dusseldorf

Bureau: EUR

Local Agents:

Max Jacobi Spedition GmbH
work with UniGroup, Worldwide UTS.
Web: www.max-jacobi.de
POC: Mr. Michael S. Bunce, Sales Manager
Sontraer Strasse 27
D-60386 Frankfurt
Tel: +49 (0) 6940893393
Email: mbunce@max-jacobi.de

ITO (International Transport Organisation)
Damaschkestr. 31
28308 Bremen / Germany
Mr. Wanja Schiefelbusch
Sales Manager International
Tel: +49 (0) 331-740 9072
Fax: +49 (0) 331-550 3400
Cell: +49 (0) 178-589 2005
Email: ws@ito-movers.de
Mr. Rolf Sommer
Tel: +49 (0) 331-740 00085
Fax: +49 (0) 331-600 28818
Cell: +49 (0) 172 417 6333
Email: rolf.sommer@ito-movers.de

Interdean AG
Hauptstr. 07
14979 Grossbeeren, Germany
POC: Thomas Breitreiter
Tel: 0049-33701-21426
Email: Thomas.Breitreiter@interdean.com

Post: Frankfurt

Bureau: EUR

Local Agents:

1) Company Friedrich Kurz GmbH
Walter-Zapp-Strasse 4
35578 Wetzlar, Germany
Phone: 011-49-6441-9232-0 or 011-49-6441-9232-16
Fax: 011-49-64419232-22
Contacts are:
Barbara Galir, General Manager; Email: Barbara.Galir@Kurz-Moving.de
PH: 011-49-6441-9232-16
Beatrix Kaup, Export; Email: Beatrix.Kaup@Kurz-Moving.de
PH: 011-49-6441-9232-18
Stephanie Kuhl, Import; Email: Stephanie.Kuhl@Kurz-Moving.de
PH: 011-49-6441-9232-90

2) Company Schmid & Kahlert GmbH & Co. KG
Peter-Sander-Strasse 38
55252 Mainz-Kastel, Germany
Contacts are:
Mr. Kahlert, General Manager; Email: J.Kahlert@schmid-und-kahlert.de
PH: 011-49-6134-2026 27
Stefan Moll, Export/Import; Email: S.Moll@schmid-und-kahlert.de
PH: 011-49-6134-2026 34
Mr. Milo, Email: Milo@schmid-und-kahlert.de

ITGBL Local Agents

Post: *Hamburg*

Bureau: *EUR*

Local Agents:

Transport Krumpf
Ottensener Str. 10
22525 Hamburg, Germany
POC: Mr. Wolfgang Kößendrup
Email: w.koessendrup@krumpf.de
Tel: 0049-40 54 88 76 -54
Fax: 0049-40-54 88 76 -55
Cell: 0049-173-616-7522
** bonded facility **

Max Jacobi Spedition GmbH
work with UniGroup, Worldwide UTS.
Web: www.max-jacobi.de
POC: Mr. Michael S. Bunce, Sales Manager
Sontraer Strasse 27
D-60386 Frankfurt
Tel: +49 (0) 6940893393
Email: mbunce@max-jacobi.de

ITO (International Transport Organisation)
Damaschkestr. 31
28308 Bremen / Germany
Mr. Wanja Schiefelbusch
Sales Manager International
Tel: +49 (0) 331-740 9072
Fax: +49 (0) 331-550 3400
Cell: +49 (0) 178-589 2005
Email: ws@ito-movers.de
Mr. Rolf Sommer
Tel: +49 (0) 331-740 00085
Fax: +49 (0) 331-600 28818
Cell: +49 (0) 172 417 6333
Email: rolf.sommer@ito-movers.de

Post: *Leipzig*

Bureau: *EUR*

Local Agents:

Interdean AG
Hauptstrasse 07
14979 Grossbeeren, Germany
POC: Thomas Breitreiter
Tel: 0049-33701-21426
Email:
Thomas.Breitreyter@interdeaninterconex.com

Max Jacobi Spedition GmbH
work with UniGroup, Worldwide UTS.
Web: www.max-jacobi.de
POC: Mr. Michael S. Bunce, Sales Manager
Sontraer Strasse 27
D-60386 Frankfurt
Tel: +49 (0) 6940893393
Email: mbunce@max-jacobi.de

ITO (International Transport Organisation)
Damaschkestr. 31
28308 Bremen / Germany
Mr. Wanja Schiefelbusch
Sales Manager International
Tel: +49 (0) 331-740 9072
Fax: +49 (0) 331-550 3400
Cell: +49 (0) 178-589 2005
Email: ws@ito-movers.de
Mr. Rolf Sommer
Tel: +49 (0) 331-740 00085
Fax: +49 (0) 331-600 28818
Cell: +49 (0) 172 417 6333
Email: rolf.sommer@ito-movers.de

ITGBL Local Agents

Post: *Munich*

Bureau: EUR

Local Agents:

1) Schmid and Kahlert GmbH & Co. KG
Siemenstrasse 12a
85716 Unterschleissheim/Muenchen
POC: M. Lauer
Tel: 48 49 3190 810
Fax: 49 89 3190 8129
Email: m.lauer@schmid-und-kahlert.de

2) Interdean Relocation Services GmbH
Branch Office Munich
Lerchenstraße 26 – 28
80995 Munich
Point of contact:
Thomas Angermann
E-mail address:
Thomas.Angermann@interdean.com
Phone:
+49 89 143 8650 switch board
+49 89 143 865 23 direct line
Fax number:
+49 89 143 865 71

ITGBL Local Agents

Country: Ghana

Post: Accra

Bureau: AF

Local Agents:

2) CARLOKING SERVICES
P.O.BOX CE 11344
101/103 VERTICAL COURT
COMMUNITY 5, TEMA, GHANA
TELL: +233303204554 , + 233303203227
FAX : +233303201395
EMAIL: info@carloking.com
DIRECTOR: CARLOS AHENKORAH
CELL: +233244356192
DIRECT LINE: (+1) 5712551225
EMAIL: carlos@carloking.com
POC: BENJAMIN OHEMENG
EMAIL: benjamin@carloking.com
CELL: +233202630672

OR

AVIANCE CARGO VILLAGE
NEW AGENCY BLOCK 17
K.I.A ACCRA
TELL: +233302730776
FAX: +233302730785
POC: EUGENE OHEMENG
EMAIL : eugene@carloking.com
CELL: +233202630671

3) DAMCO Logistics Ghana Limited
Box 8800, C7, Reg. No. 41683
Obourwe Building Torman Road
Tema, Ghana
or
Aviance Cargo Village
Block 10, KIA Accra
POC: Nana Kakyi Baffoe
Tel: 233 21 765557
Fax: 233 21 764593
Cell: 233 244 332794
Email: nana.Baffoe@damco.com

1) AGS (Frasers International) Ghana
Spintex Road-East Legon
P.O. Box CT.1323, Cantonments,
Accra, Ghana.
POC: Nadia Klazen
Email: klazen-n@agsafrica.com
Email: importghana@agsmovers.com or manager-
ghana@agsmovers.com
www.ags-worldwidemovers.com

ITGBL Local Agents

Country: Greece

Post: Athens

Bureau: EUR

Local Agents:

4) Matrix Relocations Ltd
26 Skoufa str.,
10673 Athens Greece
Tel : 011 30 210 6104494
Fax : 011 30 210 6104493
POC : Mr. S. Michos
Email : sergios.michos@matrixrelo.com

1) Orphee Beinoglou International Forwarders SA
27th km Old National Road Athens-Korinth
Elefsinia Location
GR-19200 Elefsina/Athens
S.B. (0030) 210 9466 100 (ext. 302 & 303 & 312)
FAX : (0030) 210 55 41 035
Cell. : (0030) 695.5-190.888
POC: Lina Dekouli
E-mail: ldekouli@beinoglou.gr

2) Contrust Ltd
9 Shistou Av.,
188 63 Piraeus Greece
POC : Mrs. Sophie Poupalidou
Tel: 011 30 210 4010300
Fax: 011 30 210 4010304
Email: Georgia@contrust.gr

3) Celebrity Int'l Movers
102 Kapodistriou Av.,
14235 N. Ionia
Tel : 011 30 210 2720103
Fax : 011 30 210 2720105
POC : Mrs. Marissa Tejada Benekos
Email : marissa@celebrity.gr

Post: Thessaloniki

Bureau: EUR

Local Agents:

4) Matrix Relocations Ltd
26 Skoufa str.,
10673 Athens Greece
Tel : 011 30 210 6104494
Fax : 011 30 210 6104493
POC : Mr. S. Michos
Email : sergios.michos@matrixrelo.com

3) Celebrity Int'l Movers
102 Kapodistriou Av.,
14235 N. Ionia
Tel : 011 30 210 2720103
Fax : 011 30 210 2720105
POC : Mrs. Marissa Tejada Benekos
Email : marissa@celebrity.gr

2) Contrust Ltd
9 Shistou Av.,
188 63 Piraeus Greece
POC : Mrs. Sophie Poupalidou
Tel: 011 30 210 4010300
Fax: 011 30 210 4010304
Email: Georgia@contrust.gr

1) Orphee Beinoglou International Forwarders SA
27th km Old National Road Athens-Korinth
Elefsinia Location
GR-19200 Elefsina/Athens
S.B. (0030) 210 9466 100 (ext. 302 & 303 & 312)
FAX : (0030) 210 55 41 035
Cell. : (0030) 695.5-190.888
POC: Lina Dekouli
E-mail: ldekouli@beinoglou.gr

ITGBL Local Agents

Country: Grenada

Post: St. George's

Bureau: WHA

Local Agents:

2) George's Agency and Traders
Tanteen Terrace
St. George's, Grenada
POC: Mr. Anthony George
Tel: (473) 440-9042; 440-6678
Email: gat@spiceisle.com

1) St. Louis Services
PO Box 311, The Carenage
St. George's, Grenada
POC: Mr. Phinsley St. Louis
Tel: (473) 440-2921
Email: stlouisservices@spiceisle.com

Country: Guangzhou

Post: Guangzhou

Bureau: EAP

Local Agents:

3) Santa Fe Relocation Services *
Room 1307, West Tower
Guangzhou International Commercial Center
Ti Yu Dong Road
Guangzhou 510260, China
POC: Eva Huang
Tel: (8620) 3887-0630
Fax: (8620) 3887-0629
Email: eva@santafe.com.cn
*** inbound and outbound agent

2) AGS Four Winds Guangzhou *
Room 1712B, Yi An Plaza
No. 33 Guangzhou 510060, CHINA
POC: Steven Quan
Tel: 8620 8363-3735/8363 4629 Cell: 86
139 2417 9112
Fax: 8620 8363-4356
Email: steven.quan@agsfourwinds.com
*inbound/outbound agent

1) Asian Tigers K.C. Dat (China) Ltd. *
Room 1707, New Poly Tower
No. 2 Zhong Shan Liu Lu
Guangzhou 510180, China
POC: Jimmy Lee
Tel: (8620) 8666-2655
Fax: (8620) 8667-8944
Email: Jimmy.Lee@AsianTigers-China.com
* inbound/outbound agent

ITGBL Local Agents

Country: Guatemala

Post: Guatemala City

Bureau: WHA

Local Agents:

3) Intermud
20 Avenue 18-01; Zona 11
Guatemala City, Guatemala
POC: Patrick Heinimann / Patricia Gonzalez
Tel: 502 2415 6815
Fax: 502 2415 6825
Email: intermud@intermud.com
Web-site: www.intermud.com

1) Swiss Global Movers
3 Calle 6-70, zona 13
Pamplona
Guatemala City, Guatemala
POC: Liliana Salguero
Tel: 502-2259-0600
Fax: 502-2472-3413
Email: liliana.salguero@cropla.com.gt
Website: www.cropla.com.gt

2) Caniz International Corporation
27 Avenida 10-30, Zona 4 Mixco
El Naranjo
Guatemala, Guatemala
POC: Maria Eugenia Rossell Cobar de Caniz /
Juan Carlos Cobar
Tel: 502-2420-8080
Fax: 502-2420-8070
Email: mcaniz@caniz.com / jcobar@caniz.com
Website: www.caniz.com

Country: Guinea

Post: Conakry

Bureau: AF

Local Agents:

2) AGS FRASERS GUINEE
POC Michel GIOVANNUCCI
TEL 00 224 62 35 72 73
00 224 63 40 72 73
Email manager-Guinee@agsmovers.com
Email address for US agent contact: ITGBL-
Africa@agsmovers.com

1) Sogifret, Guinee
POC: Mr. Ibrahima Kalil Beret, General Director
Tel: (00224) 30 47 70 36
Cell: (00224) 64 22 41 34/ 60 25 61 19
Email: sogifret@sotelgui.net.gn

3) DHL Global Forwarding
POC: Mr. Boubacar Toure, Logistics and Fret
Supervisor
Tel: (00224) 30 41 48 90
Cell: (00224) 64 40 03 04
Email: Boubacar.toure@dhl.com

ITGBL Local Agents

Country: Guinea-Bissau

Post: Bissau

Bureau: AF

Local Agents:

1) AGS Frasers Senegal
Av. Malick Sy
BP: 2704 - Dakar, Senegal
POC: Jean Noel Boulnois
Tel: 221 822 54 30
Cell: 221 637 72 80
Email: tdcasal@orange.sn

2) Transit Fret (Transfret):
AGENCE GUINEE BISSAU
RUA General Omar Torrijos
No. 33 Bissau
Tel: +245 20 74 05
Fax: +245 20 74 06
EMAIL: Transfret@yahoo.ca

Country: Guyana

Post: Georgetown

Bureau: WHA

Local Agents:

2) D & J Shipping Services
61 Fifth Street
Alberttown, Georgetown
POC: Lucia Desir
Tel: 592-223-6056
Fax: 592-231-7185
Email: djss@guyana.net.gy

1) Guyana Overseas Traders
1 Victoria Road
Sparendaam
Plaisance, East Coast Demerara
POC: Horace Willison
Tel: 592-222-5552
Fax: 592-222-5553
Email: Guyotrad@networksgy.com

Country: Haiti

Post: Port-au-Prince

Bureau: WHA

Local Agents:

1) Emballage Adventiste
Diquini 63, Careefour
PO Box 1339
Port-au-Prince, Haiti
POC: Mr. Delide Meme, Assistant Manager; cell:
(509) 3404-6866; Ms. Darlyng Cadet cell: (509)
3135-3350
Tel: (509) 2813-1376 / 2813-1377
Fax: (509) 234-0562
Email: emballageadventiste@hotmail.com;
adventisteemballage@yahoo.com

2) Concorde Worldwide Movers
12, Rue Garnier - Bourbon
Petion-Ville, Haiti
POC: Mr. Reynald Lally cell: (509)3657-2660; Mr.
Julio Plaisil cell: (509) 3406-3615
Tel: (509) 510-7466
Email: concordehaiti@yahoo.com

ITGBL Local Agents

Country: Holy See

Post: Vatican City

Bureau: EUR

Local Agents:

Country: Honduras

Post: Tegucigalpa

Bureau: WHA

Local Agents:

2) Airlift International
Boulevard Suyapa (100 mts. North of Emisoras Unidas)
Tegucigalpa, Honduras
POC: Mario Nunez Lacayo
Tel: (504) 2233-0485; (504) 9992-2576
Email: mnunez@mudanzasairlift.com;
areyes@mudanzasairlift.com

3) Mudanzas International
Edificio Internacional
Boulevard Suyapa (frente la UNAH)
POC: Maritza Rodríguez de Lacayo
Tel: (504) 2239-1901; (504) 2239-1903
E-mail: mudintl@yahoo.com
info@mudanzasinternational.hn

1) Mundanzas Gamundi
Colonia Las torres Km. 5
Carretera al Batallon
Comayaguela, Honduras
POC: Susana Gamundi de Villars
Tel: (504) 2233-2060; (504) 9990-2710
Email: sgamundi@grupogamundi.com ** customs bonded facility **

ITGBL Local Agents

Country: Hong Kong

Post: Hong Kong

Bureau: EAP

Local Agents:

2)Crown Relocations
Crown Worldwide Building
9-11 Yuen On Street
Siu Lek Yuen, Shatin, Hong Kong
POC: Mr. Bruce Fox
Tel:(852)2636-8353
Email: bfox@crownrelo.com

3)Allied Pickfords Hong Kong
Suites 602-608, 6/F.
248 Queen's Road East
Wan Chai, Hong Kong
POC: Mr. Jeff Offutt
D: +852 2823 2038
M: +852 9656 2655
F: +852 2375 1065
E: jeff.offutt@alliedpickfords.com.hk

1) Asian Tigers K.C. Dat Ltd.
Suite 1702, 3 Lockhart Road
Wanchai, Hong Kong
POC: Lorretta Woo or Lydia Cheung
Tel: 852-2528-1384 Fax: 852-
2529-7443
Email: lorretta.woo@asiantigers-hongkong.com
Email: lydia.cheung@asiantigers-hongkong.com

4) Santa Fe Relocation Services
18 / Floor C.C Wu Building
302-8 Hennessy Road
Wanchai, Hong Kong
POC: Mr. Franko Yu
Tel: (852) 2833-2522
Email: fyu@santafe.com.hk
Website: www.santaferelo.com

ITGBL Local Agents

Country: Hungary

Post: Budapest

Bureau: EUR

Local Agents:

2) Move One Kft.
Rakoczi ut 70-72. 4th floor 1074
Budapest, Hungary
Tel: (361) 266-0184/83
Email: moving@moveoneinc.com or
Website: www.moveoneinc.com

4) AGS Budapest
Hunyadi Janos ut 162
1116 Budapest, Hungary
POC: Ingrid Lamblin
Tel: 36 1 204 8674
Fax: 36 1 204 8670
Cell: 36 70 370 8902
Email: manager-budapest@agsmovers.com

1) Interdean Hungary KFT
1211 Budapest Szallito u.6, 2nd floor
Budapest, Hungary
POC: Anthony Heszberger
Tel: (361) 888-6750
Fax: (361) 277-2877
Email: Anthony.Heszberger@interdean.com
Email: Andrea.Laskovics@interdean.com
Website: www.interdean.com

3) Corstjens Worldwide Relocation Group Budapest
H-1094 BUDAPEST HUNGARY
LILIOM UTCA 1/B FSZT 3.
Phone + 36 (1) 261 2651
Mobil + 36 (30) 932 4127
Fax + 36 (1) 260 1055
POC: Zsolt Sarandi, General Manager
Email: zsolts@corstjens.com
Website: www.corstjens.hu
Member Gosselin Group

Country: Iceland

Post: Reykjavik

Bureau: EUR

Local Agents:

1) Propack - Pokkun og Flutningar
Smioshofoi 1
110 Reykjavik, Iceland
POC: Mr. Vioar Petursson
Tel: (354)-587-9700
Fax: (354)-587-9705
Email: propack@propack.is

ITGBL Local Agents

Country: India

Post: Chennai

Bureau: SCA

Local Agents:

2) Allied Lemuir Pvtr. Ltd.
A.L. Movers Ltd.
48/3a, Majestic Studio Complex
Saligramam
Chennai 600 093 India
POC: Mr. B. Jayakumar, Regional Manager
Tel: 91-044-23766091; 23763173/ 23766091
Fax: 91-044-23766091
Email: Jai.jumar@alliedlemuir.com

3) M/s Mithals International
F-3/7, Okhla Industrial Area, Phase - 1
New Delhi - 110020 India
POC: Mr. Anil Mithal, Director; Mr. Jagdish Tacker,
General Manager
Tel: 91 11 26817185/ 26371618/19/20
Cell: 9810018484 (Mithal); 9810004080 (Tacker)
Fax: 91 11 26817186

4) M/s Clintus Network, Mtd.
Khasra No. 332I Chattarpur
New Delhi, India
POC: Mr. Dinesh Joshi, Director
Tel: 91-11-26803874/75/76/77/78/79
Cell: 9810155741

1) Govias & Govias
International Packers, Movers and Custom House
Agent
Catholic Centre Annexe
Old #64, New #108, Armenian Street
Chennai 600 001 India
POC: Mr. Gratian or Mr. Fredrick
Tel: 91-044-25362598; 91-044 42161599; 91-044-
25382192
Fax: 91-044-25382030
Email: Gratian@goviasgroup.com;
Fredrick@goviasgroup.com
Email: Govias@md2.vsnl.net.in ** bonded
facility **

ITGBL Local Agents

Post: Hyderabad

Bureau: SCA

Local Agents:

4) Star World Wide Group
7-8-304, Old Airport Road
Gautamnagar, Secunderabad-500 011
Tel : 91-129-4093 202
Fax :+91 4027952964
aulinamithal@starwww.com

3) Writer Relocations
6-56/2/1 Opp. IDPL Factory,
Balanagar
Hyderabad - 500-037
Andhra Pradesh, India
POC: Ms. Vijaya Aripaka
Branch Manager,
Email: vijaya.aripaka@writercorporation.com
Tel: 91- 40 2377 1834
Fax: 91 40 23771095
Cell:+91 9160017421

2) GOVIAS & GOVIAS
Catholic Center Annex
108(O.No.64) Armine Street
Chennia- 60001
Phone: +91 44 25362598
Fax:+91 4425382030
POC : Fredrick Govias
Email : fredrick@goviasgroup.com

1) AGS/ Four Winds International Movers
C/o Gopui Industries, Plot No. 19
IDA, Balanagar, Hyderabad - 500037
POC: Debasish Mukherjee, Branch Manager
Email: debasish-mukherjee@agsfourwinds.com
Tel: 9140 23074593,
Cell #: 9177460007
Fax:9140 23074594
Website: www.agsfourwinds.com

Post: Kolkata

Bureau: SCA

Local Agents:

1) Writers Relocations
1/1 Central Plaza, 2/6 Sarat Bose Road
Kolkata 700020, West Bengal, India
POC: Mr. Indranil Gupta, Manager - Relocations
Tel: 91 33 24858653/54/55/56
Fax: 91 33 24756189
Email: indranil.gupta@writercorporation.com
Website: www.writercorporation.com

2) P.M. Relocations (Pvt) Ltd
Plot No. Cz-34, Sce-B, Metropolitan Society, Canal
South Road, Kolkata - 700 105
POC: Utsab Paul, Business Development Manager
Email: utsab.p@pmrelo.com
Phone: +91-33-32571152, 033- 2323 2082
Fax: +91-33- 2323 2081
Hand Phone: +91-98310 89317
Visit us at: www.pmrelocations.com

ITGBL Local Agents

Post: Mumbai

Bureau: SCA

Local Agents:

3) AGS Four Winds India Pvt Ltd.
CTS No. 69, Mehra Industrial Estate,
Near "Jaswanti Landmark",
LBS Marg, Vikhroli (West),
Mumbai – 400079 INDIA.
POC: Clive Coelho
Tel.No.(B) : +91 22 61953900
Fax No.....: +91 22 61953999

2) M/s Titan Sea and Air Services Private Limited
POC: M. Jagannath Rai or M. Shekhar
Tel: 91 22 28303818/ 66930060
Fax: 91 22 28303814
Email: mjrai@tsaspl.com or shekhar@tsaspl.com

4) Writer Relocations
105, Dr. B Ambedkar Road
Mumbai 400 033, India
POC: Austin da Gama
Tel: 91-22-2372 3688/2008/4058
Cell: 98201 57281
Fax: 91-22-2373 8307 2375 2416
Email: austin@writercorporation.com
Website: www.writercorporation.com

1) M/s Star Worldwide Movers Pvt. Ltd. Mumbai
Unit 16 - a a, Narayan Plaza
Off Saki Vihar Road
Chandivalia Road, Andheri East
Mumbai - 400072
POC: Sahil Mittal
Tel: 022-28475114/6501/8776
Email: sahilmithal@starww.com;
starmumbai@starww.com

ITGBL Local Agents

Post: New Delhi

Bureau: SCA

Local Agents:

1) Star Worldwide Movers Pvt.
Ltd.
13/7 Main Mathura Road
Faridabad, India
POC: Mr. Atul Mithal; Ms. Aulina Sood; Ms.
Deepanjali Verma
Tel: 9811054595; 0129 4093200
Sood: 9810066981; 0129 4093200
Verma: 9650272624; 0129 4093208
(Mithal)
Email: deepanjali@starww.com;
aulinamithal@starww.com
almithal@starww.com

3)Clintus Network - LIMITED
Khasra No. 332, Chattarpur
New Dehli, India
POC: Mr. Dinesh Joshi
Tel: 91-11-26803876, 26803879.
Cell: 9810155741
FAX: 91-11-26802631, 26802616.
Email: clintus@del12.vsnl.net.in

4) Writer Relocations
34/1-7, Kherli Daula, 42 Milestone
NH-8, Gurgaon 12201
Haryana, India
Tel: 91-0124-262-6000 or 91-
0124-2214197 (direct line)
Cell: 91 9654990203
parveen.kumar@writercorporation.com

2) AGS Four Winds International Movers
D 84/2 Okhla Industrial area Ph I
New Delhi 110 020
POC: Ms. Payal Singh, Director
Tel: 91 11 4336 7336
Cell: 91 98 111 10061
Fax: 91 11 26 81 00 08
Email: payal.singh@agsfourwinds.com

ITGBL Local Agents

Country: Indonesia

Post: Jakarta

Bureau: EAP

Local Agents:

3) PT Santa Fe Indonusa (Santa Fe Relocation Services Indonesia)
Cilandak Commerical Estate Bldg #208
Jl. Raya Cilandak KKO
POC: Doug Slusher
Tel: 62 21 789 2033
Fax: 62 21 789 2034
Email: dslusher@santaferelo.co.id;
sales@santaferelo.co.id
Website: www.santaferelo.com

2) Supra Raga Transport (SRT) PT.
Ritra Building, 3rd Floor
JL Warung Buncit Raya No. 6
Jakarta 12740, Indonesia
POC: Muad Suleman or Mr. Ananda
Tel: (62) (021) 798-2220
Fax: (62) (021) 798-2205
Email: removal-div@srt.co.id
Website: www.srt.co.id

1) Kotaisan Logistic PT
JL M. Kahfii No. 16
Ciganjur - Jagakarsa, Jakarta 12630, Indonesia
POC: Mr. Johnson Young
Tel: (62) (021) 788-93783
Fax: (62) (021) 788-93786
Email: ktsprima@centrin.net.id
Website: www.kotaisan.co.id

4) Asian Tigers Lane Moving & Storage
Jakarta, Indonesia
Tel: 62-21-756-1999
Fax: 62-21-7800013 & 7800749
Cell: 62-8111-66-2931

5) PRIMA INTERNATIONAL CARGO (PIC) PT
Prima Graha
Jalan Warung Jati Timur No. 4-6
Warung Buncit
Jakarta Selatan – 12740
Indonesia
POC: Muad Suleman or Ade Ardian
Mobile: +62 816 744850 (Muad Suleman)
: +62 813 80762070 (Ade Ardian)
Office: +62 21 7900083
Fax : +62 21 7949120
Email: ams.ho@prima-logistic.com
Email: ade.jkt@prima-logistic.com
Website: www.prima-logistic.com

Post: Medan

Bureau: EAP

Local Agents:

ITGBL Local Agents

Post: Surabaya

Bureau: EAP

Local Agents:

1) Supra Raga Transport (SRT) PT.
Ritra Building, 3rd Floor
JL Warung Buncit Raya No. 6
Jakarta 12740, Indonesia
POC: Muad Suleman or Mr. Ananda
Tel: (62) (021) 798-2220; 798-2215
Fax: (62) (021) 798-2205; 798-2188
Email: removal-div@srt.co.id or ananda@srt.co.id
or srt-ho@srt.co.id
Website: www.srt.co.id

2) Santa Fe Indonusa, PT (Santa Fe Relocation
Services)
Cilandak Commercial Estate, Building 208
Jl. Raya Cilandak KKO
Jakarta 12560 INDONESIA
POC: Doug Slusher
Tel: (62) (021) 789-2033
Cell: (62) 816 190 2830
Fax: (62) (021) 789-2034
Email: sales@santaferelo.co.id;
dslusher@santaferelo.co.id
Website: www.SantaFeRelo.com

ITGBL Local Agents

Country: Iraq

Post: Baghdad

Bureau: NEA

Local Agents:

Desert Road CCS Ltd.
Address: Iraq, Baghdad, Baghdad International
AirPort, Cargo Village
POC: Hazim Mithael, Operations Director
phone: 001 210 396 2008
phone : 00964 (0) 790 198 6142
e-mail : operations@desertroad.net

Paxton International
Al Kindy Hay, Section 215
Street #14, House #29
Baghdad, Iraq
Email: iraq@paxton.com

Post: Basrah

Bureau: NEA

Local Agents:

Paxton International
Al Kindy Hay, Section 215
Street #14, House #29
Baghdad, Iraq
Email: iraq@paxton.com

Post: Erbil

Bureau: NEA

Local Agents:

1) Paxton International
Italian Village, House #591
Erbil, Iraq
Tel (1): +9647809143828
Tel (2): 703 321 7600
Email: erbil@paxton.com

2) MOVE ONE RELOCATIONS
516 Adai Sher, Ainkawa, ERBIL
Contact: Sasho NEVCHEV
Cell: 964 750 190 3528
Email: sasho.nevchev@moveoneinc.com
Aleksandar TRAJKOVSKI
Cell: 964 750 886 9034
Email: aleksandar.trajkovski@moveoneinc.com

Post: Kirkuk

Bureau: NEA

Local Agents:

Paxton International
Italian Village, House #591
Erbil, Iraq
Tel (1): +9647809143828
Tel (2): 703 321 7600
Email: erbil@paxton.com

Post: Mosul

Bureau: NEA

Local Agents:

Paxton International
Italian Village, House #591
Erbil, Iraq
Tel (1): +9647809143828
Tel (2): 703 321 7600
Email: erbil@paxton.co

ITGBL Local Agents

Country: Ireland

Post: Dublin

Bureau: EUR

Local Agents:

1) Moveplus Limited,
Atlantic House,
Kill,
Co. Kildare.
P.O.C. Robert Gilbert/Rhona Dorris
Tel: 00-353-45-886-311
E-Mail: Rhona.dorris@moveplus.ie
rob.gilbert@moveplus.ie

3) Crown Relocations,
Unit 507B Northwest Business Park,
Ballycoolin,
Blanchardstown,
Dublin 15.
POC: Roisin Tucker
Tel: 00-353-1-885-0171
E-Mail: rtucker@crownrelo.com

2) Arpin International,
6B Elm House,
Millennium Business Park,
Naas,
Co. Kildare.
POC: Dee Hulse/Natasza Przybylska
Tel: 00-353-45-875-926
E-Mail: dhulse@arpinintl.ie
nprzybylska@arpinintl.ie

ITGBL Local Agents

Country: Israel

Post: Jerusalem

Bureau: NEA

Local Agents:

3)Univers Transit
Ashdod
Tel. 972-8-8563145,
Fax 972-8-8563387
mobile: 054-4226268
POC: Ilan Revivo
a_rebibo@univers-transit.co.il
www.univers-transit.co.il

2) Globus Address: 7 Habosem Street, Industrial
Center Ashdod, PO Box 1230, 77610, Israel Tel.
972-8-932-4222, Fax. 972-8-942-8526,
www.globus-intr.co.il POC's – Dov Inbar mobile
052-273-0939, dovinbar@Globus-Intr.co.il, Norman
Solomon mobile 052-484-5243, import3@Globus-
Intr.co.il
Livnat Amar mobile 052-484-5245,
marketing@globus-intr.co.il

1)Sonigo Address: 53 Hakidma, Northern
Industrial Area, 77521 Ashdod, Israel Tel: 972-8-
6111-222, Fax: 972-8-6111-223, www.sonigo.com
POC's - Shmuel Mantinband mobile 052-611-
9670, Shmuel@Sonigo.com,
Joe Semel mobile 052-611-9669,
joe@sonigo.com,

ITGBL Local Agents

Post: Tel Aviv

Bureau: NEA

Local Agents:

4) A. Univers Transit Ltd.
Address: 15, Hadarim Street,
Ashdod 77613, Israel
Tel. 972-8-8563145,
Fax 972-8-8563387
www.univers-transit.co.il
POC: Ilan Rebibo
Mobile 054-4226268
a_rebibo@univers-transit.co.il or
sales3@univers-transit.co.il

2) Sonigo
Address: 53 Hakidma, Northern Industrial Area,
77521 Ashdod, Israel
Tel: 972-8-6111-222
Fax: 972-8-6111-223
www.sonigo.com
POC's –
Shmuel Mantinband: mobile 052-611-9670,
Shmuel@Sonigo.com,
Joe Semel: mobile 052-611-9669,
joe@sonigo.com

3) Globus
Address: 7 Habosem Street, Industrial Center
Ashdod, PO Box 1230, 77610, Israel.
Tel. 972-8-932-4222
Fax. 972-8-942-8526
www.globus-intr.co.il
POC's –
Dov Inbar: mobile 052-273-0939,
dovinbar@Globus-Intr.co.il,
Geula Gila: mobile 052-6845375, tel. 08-932-4218,
import2@Globus-Intr.co.il

1) Ocean Relocation
Address: Yakum Post, Yakum 60972, Israel
Tel: 972-9-955-3456
Fax: 972-9-951-4321
General Email: sales@oceanrelocation.com
www.oceanrelocation.com
POC's –
Eran Drenger: mobile 052-3691911,
eran.drenger@oceanrelocation.com
Dana Wilf Drenger: mobile 052-3691913,
dana.drenger@oceanrelocation.com
Sigalt Yosef: office 09-971-2005,
sigalit.yosef@oceanrelocation.com

ITGBL Local Agents

Country: Italy

Post: Florence

Bureau: EUR

Local Agents:

Gondrand
Via Baldanzese 198
50041 Calenzano, Florence, ITALY
POC: Pilo Sergio
Tel: 39 055.88.77.967
Fax: 39 055.88.78.50
Email: firenze@gondrand.it

Bolliger SPA
Via Fosso della Magliana, 12
00148 Roma - Italy
Ph. +39 06.65.68.81
Fax +39 06.65.57.133
bolliger@bolligerroma.it
POC: Simonetta Cialani, email:
simonetta@bolligerroma.it

Fracassi
Via S. Spirito 11
50125 Florence, Italia
POC: Adamo Nencini
Tel: 39 055.28.35.97/ 28.93.40
Fax: 39 055.21.47.71
Email: a.nencini@fracassishipping.com
www.fracassishipping.com

Post: Milan

Bureau: EUR

Local Agents:

3) North International SRL
Via Alassio, 10
20156 Milann, Italy
PH. +390238202288
Fax: +390238202621
Cell: +3932994441
POC Mita Favalli
Email www.n-intl.com
mita@n-intl.com

1) Bolliger S.P.A.
Via Palmieri, 46
20141 Milan, Italy
POC: Domenico Cellamare
Tel: 011-39-02-844721
Fax: 011-39-02-89501233

2) Bolliger S.P.A.
Via Palmieri, 46
20141 Milan, Italy
POC: Domenico Cellamare
Tel: 011-39-02-844721
Fax: 011-39-02-89501233

ITGBL Local Agents

Post: Naples

Bureau: EUR

Local Agents:

Naples International Moving Company Srl
Zona Industriale ASO SUD
CAP 80125 Marciariane Caserta
POC: Giacomo Orlando
Email: info@naplesinternational.it;
ugosanso@naplesinternational.it
Tel: +39 3665850810
[Preferred Shipper]

Franzosini Sud S.R.L.
International Forwarders and Movers
Via delle Repubbliche Marinare, 109
Naples, Italy
POC: Giacomo Orlando or Luca Bosco
Tel: 39 081 752 05 40/ 559 06 88
Fax: 39 081 752 08 63
Email: info@franzosinisud.it
Website: www.franzosinisud.it

Post: Rome

Bureau: EUR

Local Agents:

3) A.Y.S. At Your Service a.r.l.
Via delle Querce snc- Loc. Castagnetta
Pomezia (Roma)
Tel: 06-9125-0694
Email: mbenedetti@ays-atyourservice.com,
cbabusci@ays-atyourservice.com

2) Luciano Franzosini Roma S.R.L.
Via Del Fosso Della Magliana 6
00148 Rome, Italy
POC: Mr. Joseph Quattrone
Tel: 39-06-655-4824
Fax: 39-06-659-0789 Email:
jquattrone@franzosini.it, slentini@franzosini.it

1) Bolliger Roma S.P.A.
Via del Fosso della Magliana 12
00148 Rome, Italy
POC: Dr. Robert Bollinger
Tel: 39-06-656-88302
Fax: 39-06-655-7133 Email:
robert@bolligerroma.it, simonetta@bolligerroma.it,

Country: Jamaica

Post: Kingston

Bureau: WHA

Local Agents:

B.L. Williams International Ltd.
48 - 52 Second Street
Port West, Kingston 13 Jamaica
POC: Ted Muschett or Arleen Sewell
Tel: 867-923-4846; 923-1974
Fax: 876-923-9491/2
Email: export@blwilliams.com
Web-site: www.blwilliams.com

ITGBL Local Agents

Country: Japan

Post: Fukuoka

Bureau: EAP

Local Agents:

Fukuoka Soko Co. Ltd.
19-19 Okihama-Machi, Hakata-ku
Fukuoka-Shi 812-0031 Japan
POC: Mrs. Yuriko Mori, Moving Coordinator
Tel: 81-92-281-0077
Fax: 81-92-281-0804
Email: mori@fukuokasoko.com
Website: www.fukuokasoko.com

Post: Nagoya

Bureau: EAP

Local Agents:

4) Y's Net Work
6-1-16 Izumi-dori, Nada-ku
Kobe, Japan
POC: Ms. Yoshiko Yasuhara
Tel: 81 78 802 3435
Email: yoshiko_yasuhara@y-snetwork.com

3) Nippon Express
c/o Nihon Kaijikentei Kyokai Bldg., 2F
2 - 4 - 23 Irifune, Minato - ku
Nagoya, Aichi, Japan 455 - 0032
POC: Takehiko Ogishima
Email: Ta-Ogishima@ocnis.nittsu.co.jp
Website:
<http://www2.nittsu.co.jp/hikkoshi/index.html>

2) Crown Lines Corporation
125-2 Kiba 2-chome Tobishima village
Ama-gun, Aichi, Japan 490-1444
POC: Tatsuhiko Mitsuya
Tel: 0567-56-1006
Tel: 0567-56-1007
Email: Tatsuhiko_Mitsuya@crownlines.co.jp
Website: <http://www.crownlines.co.jp/prf/html>

1) Fukuoka Soko Co., Ltd.
6 -5 Funato - mach, Nakagawa - ku
Nagoya, Aichi, Japan 454-0805
POC: Mr. Tadashi Harada
Tel: 052-353-0509
Email: harada@fukuokasoko.com
Website: <http://www.fukuokasoko.com>

ITGBL Local Agents

Post: Naha

Bureau: EAP

Local Agents:

Ryukyu Logistics Co., Ltd.
2-17-13 Minato-Machi
Naha, Okinawa Japan 900-0001
POC: Mr Mitsugu Shirado
Tel: 81-98-861-4701
Fax: 81-98-868-4862
Email: shirado@ryukyu-logi.com **bonded facility
for HHE and UAB **

Asiatic Trans-Pacific
1422 Yogi
Okinawa City, Okinawa Japan 904-2174
POC: Mr. John Rushalk
Tel: 81-98-931-0730
Fax: 81-98-933-8620
Email: John_Rushalk@pashanet.com

Okinawa Enterprise Corporation
P.O. Box 266
Okinawa City, Okinawa Japan 904-2174
POC: Yoshiharu Kanno
Tel: 81-98-938-9688
Fax: 81-98-938-9690
Email: yhkanno@oec-okinawa.co.jp

Post: Osaka-Kobe

Bureau: EAP

Local Agents:

3) Nihon System Service Co. Ltd. Osaka Branch
2-18-16, Katsube, Toyonaka-shi
Osaka 561-0894 Japan
POC: Mr. Yoshikazu Hanakame
Tel: 81-6-6855-2911
Fax: 81-6-6855-2914
Email: oskoverseas1@nss-japan.com

1) Crown Lines Corporation
2-1 Mayafuto, Nada-ku
Kobe 657-0854 Japan
POC: Mr. Hiroyuki Kobayashi
Tel: 81-78-805-0181
Fax: 81-78-805-0182
Email: hiroyuki_kobayashi@crownlines.co.jp

2) Nippon Express Co., Ltd.
Osaka Chuo Bldg., 4F, 1-1-18 Kita-
Horie, Nishi-ku
Osaka 550-0014 Japan
POC: Mr. Akio Okada
Tel: 81-6-6538-3530
Fax: 81-6-6838-3538
email: ac-okada@ocnis.nittsu.co.jp
**bonded facility **

ITGBL Local Agents

Post: Sapporo

Bureau: EAP

Local Agents:

1) Nippon Express Co., Ltd.
Nittsu Bldg., 10F
1-9-3 Higashi Shinbashi, minato-ku
Tokyo, Japan
POC: Mr. Takeo Takayama
E-Mail : tab-takayama@nittsu.co.jp
Tel: 81 3 6251 6300
Website: <http://www2.nittsu.co.jp/rem/nhp/html/english/index.html>
** bonded facility **

2) Nihon System Service Co., Ltd.
3F Kotobuki Bldg, 1-1-3 Yaesu, Chuo-ku,
Tokyo 103-0028
tel: 81-3-3273-2463
fax: 81-3-3273-2465
Email: tokyo.overseas@nss-japan.com
Website: <http://www.nss-japan.com/Eng/index.html>

Post: Tokyo

Bureau: EAP

Local Agents:

1) Nippon Express Co., Ltd.
NITTSU Bldg. 10F
1-9-3 Higashi Shinbashi, Minato-ku, Tokyo, Japan
103-0014
POC: Hiroyasu Funakoshi: hi-funakoshi@nittsu.co.jp
POC: Tamito Sasaki: tah-sasaki@nittsu.co.jp
Tel: 81-3-6251-6300
Fax: 81-3-3251-6299

2) Nihon System Service Co., Ltd.
1F B Senju Soko, 26 Wakasu, Koto-ku, Tokyo
POC: Yoshichika Ito: yito@nss-japan.com
POC: Toshiaki Yokose: tokyo.overseas@nss-japan.com
Tel: 81-3-5534-7233
Fax: 81-3-5534-7240

Post: Yokohama

Bureau: EAP

Local Agents:

2) Nihon System Service Co., Ltd.
1F B Senju Soko, 26 Wakasu, Koto-ku, Tokyo
POC: Yoshichika Ito: yito@nss-japan.com
POC: Toshiaki Yokose: tokyo.overseas@nss-japan.com
Tel: 81-3-5534-7233
Fax: 81-3-5534-7240

1) Nippon Express Co., Ltd.
NITTSU Bldg. 10F
1-9-3 Higashi Shinbashi, Minato-ku, Tokyo, Japan
103-0014
POC: Hiroyasu Funakoshi: hi-funakoshi@nittsu.co.jp
POC: Tamito Sasaki: tah-sasaki@nittsu.co.jp
Tel: 81-3-6251-6300
Fax: 81-3-3251-6299

ITGBL Local Agents

Country: Jordan

Post: Amman

Bureau: NEA

Local Agents:

2) CML Safe Pak
322 King Abdullah II Street
Amman, 11185 - Jordan
Tel. +962-6-5856956
Fax. +962-6-5857757
E-mail danialhawi@cml-jo.com
POC: Ms. Dania Al-Hawi/Operation Manger
Mobile. +962-79-5412316

Levant Express Services
Tel No. 00962-6-4627042 / 4610698
Fax No. 00962-6-4627042
E-mail : levantex@go.com.jo
POC: Mr. Raja El Issa / General Manager (Mr.),
Mobile : 00962-79-5522890

1) JIRPAC
International Removals and Packing
P.O. Box 851069
Amman 11185 Jordan
Tel: 00962 6 5824 463 | Fax: 00962 6 5825 317
E-mail : info@jirpac.com | Website:
www.jirpac.com
POC: Mr. Amer Sawalha/General Manger,
Mobile+962- 79-552338

ITGBL Local Agents

Country: Kazakhstan

Post: Almaty

Bureau: SCA

Local Agents:

3) Eurasia Service
174 A Seyfullin Avenue, Office 20
Almaty, Kazakhstan
POC: Igor Vorobtsov
Tel: 7 7272 341155
Fax: 7 7272 943304
Cell: 7 777 241 3222
Email: eurasia_service@mail.ru
(warehouse facility)

2) Transnomad Removals International - Almaty
222 Baizakov Str, Office 16
Almaty, Kazakhstan
POC: Linda Yeleussizova
Tel: 7 3272 699732
Fax: 7 3272 699212
Email: rrd@transnomad.kz

4) Interdean
103 Furmanova St.
Almaty 050000 Kazakhstan
POC: Roger Lee
Tel: 7 727 333 4429
Cel: 7 701 770 9480
Email: roger.lee@interdean.com

1) Globalink Transportation and Logistics
Worldwide - Almaty
52 Kabanbay Batyr Str.
050010 Almaty, Kazakhstan
POC: Asem Dandybaeva
Tel: 7 3272 588880 x224
Fax: 7 3272 581189
Cell: 7 777 733 9958
Email: a.dandybaeva@globalinkllc.com

Post: Astana

Bureau: SCA

Local Agents:

2) Intermovex LLP
64 Phizuli Str.
050054 Almaty, Kazakhstan
Tel: +7 7272 570945
Fax: +7 7272 340464
POC: Victor Pinegin
Cell: +7 701 711 6437
Email: vpinegin@intermovex.kz
info@intermovex.kz
Warehouse facility – Astana & Almaty

1) Eurasia Service
174 A Seyfullin Avenue, Office 20
050037 Almaty, Kazakhstan
Tel: +7 7272 341155
Fax: +7 7272 943304
POC: Igor Vorobtsov
Cell: +7 777 241 3222
Email: eurasia_service@mail.ru
Warehouse facility – Astana & Almaty

ITGBL Local Agents

Country: Kenya

Post: Nairobi

Bureau: AF

Local Agents:

1) SDV Transami (K) Ltd
Airport North Road
P.O Box 46586 – Nairobi 00100
POC: Sue West
Tel: (+254 20) 6935000/6421000 Switchboard
Tel: (+254 20) 6421534/6824354, Direct
Cell: (+254) 722 207191
Fax: (+254 20) 6823124/6823128/6823195
Email: sue.west@bollore.com

3) Superfreight Ltd.
Kenya Commercial Bank House
Dar es Salaam Road
Industrial Area
P.O. Box 55460
00200 Nairobi, Kenya
POC: Maina Muchiri
Email: superfreight@wananchi.com

4) AGS Frasers International Kenya
Old Mombasa Road
PO Box 14061
00800 Nairobi, Kenya
mob 254 (0)722 51 31 86
Tel (254-20)823490 Fax(254-20)823491
POC: Gil Recizac M.D
Email: manager@agskenya.com
Email address for US agent contact: ITGBL-
Africa@agsmovers.com
www.agsfrasers.com
fidi faim /iso 9001 certified

2) GlobalFreight Logistics Ltd.
Markfirst House
Jomo Kenyatta International Airport
P.O. Box 45787- 00100 Nairobi, Kenya
POC: Arbi Mussani
Tel: 254 20 827777/822455
Fax: 254 822722 /822179
Email: arbimussani@globalfreight.co.ke ,
info@globalfreight.co.ke
POC: George Nyamosi, Operations Manager
Email: g.nyamosi@globalfreight.co.ke

7) Removals Freight International Ltd.
POB 22699
Loita House, Loita Street, 8th flr.
Nairobi, Kenya
POC: John Gichuhi
Tel: 254 20 229300
Fax: 254 20 227600; 254 20 338844
Email: removals@africaonline.co.ke

6) Worldwide Movers Kenya Ltd.
POB 46748 - 00100
Nairobi, Kenya
POC: Mr. Chris Prior
Tel: 254 20 3565282/ 3565283/ 3565284
Fax: 254 20 4185619
Email: wwmke@wwm.co.ke

8) Schenker
Cargo Villiage, JKIA
POB 46757
00100 Nairobi, Kenya
POC: Jacob Oguoko
Tel: 254 (0) 20 827240/1 2700973/ 2700934
Fax: 254 (0) 20 822018 or 827934
Email: admin.kenya@dbschenker.com
Email: jacob.oguoko@dbschenker.com

ITGBL Local Agents

5) Urgent Cargo Handling Ltd.
Dundee House, Uhuru Highway
POB 21210-00505
Nairobi, Kenya
POC: Mr. Arunga
Tel: 254-20-2229567/2215151/2215798
Email: phillip@urgentcargo.com
Website: urgentcargo.com

Country: Korea

Post: Busan

Bureau: EAP

Local Agents:

Post: Seoul

Bureau: EAP

Local Agents:

2) Asian Tigers Transpack International
Tae Honng B/D 2F, #1543-9, Seocho-Dong
Seocho-Gu
Seoul, Korea
POC: Mr. Joseph Song
Tel: 82 2 3489 2500
Fax: 82 2 598 3925
Email: joseph.song@asiantigers-korea.com

1) Hanjin Bestpac Co., Ltd.
Namyong B/D, Room 302, #85-3, Galwol Dong,
Yongsan Gu
Seoul, Korea
POC: Mr. Sang Sun Park
Tel: 82 2 718 4061
Fax: 82 2 718 4093
Email: sspark@hanjinbestpac.co.kr

3) PML International Movers Ltd.
P: #804, Shinpoong Flostar, 756-1, Janghang
Dong, Ilsandong gu, Goyang-Si, Gyeonggi-Do,
Korea
E-mail: kay@pmlintl.com
Tel: 82-31-907-1616, Fax: 82-31-907-1617
POC: Kay Lee/ Director
Cell: 010-9174-2746

ITGBL Local Agents

Country: Kosovo

Post: Pristina

Bureau: EUR

Local Agents:

4) Interdean International
Matikan nn
10000 Pristina Kosovo
POC: Jasminka Trpenoska
Tel: +389 2 3215 340
e-mail: Jasminka.trpenoska@interdean.com

1) MOVE ONE RELOCATION
12050 Slatina e Madhe
POC: Valdet Mustafa
Tel: 381 38 566 354; 377 44 500 508
Email: moving@moveonerelo.com or
kosovo@moveonerelo.com

2) AGS-Pristina
Zona Industriale, Tahir Zajmi PN
10000 Pristina, Kosovo
POC: Arben Sharani
Tel: 377 44 502 579
Email: manager-kosovo@agsmovers.com

3) Matrix Relocation Kosovo
Industrial Zone Veternik PN
10000 Pristina-Kosovo
POC is Mr. Ekrem Qerreti
e-mail: ekrem.qerreti@allied-kosovo.com
Tel: 381 38 548 264
Fax: 381 38 548 265
Cell: 377 44 154 967
Web: www.matrixrelo.com

ITGBL Local Agents

Country: Kuwait

Post: Kuwait

Bureau: NEA

Local Agents:

1) Al-Ghanim Freight
Al-Rai Industrial Area, Shuwakh
PO Box 223
Safat 13001 Kuwait
POC: L.G. I Udaya – supervisor
Email: udaya@Alghanim.com
Tel: +965-2474-5533, Ext. 6624
Direct: +965-2476-8284
Mobile: +965-6694-7395
Tel: 965-2474-533 x751 or
965-2476-8284 (Mildred)
Cell: 965-6601-1303 (Mildred)

4) Gulf Agency Company (Kuwait)
Kuwait Free Trade Zone, Phase 2
Future Area Plot No. C28/ D1 -
D10
Building Number 7
Shuwaikh, Kuwait
POC: Mr. Vincent Fernandes
Tel : 00965 22264164
Fax: 00965 24836375
Cell : 00965 97205128
Email : Vincent.fernandes@gac.com
moving.kuwait@gac.com
Website : www.moving.gac.com

2) Al-Sawan Cargo Co.
Al-Ghazali Street
Al-Rai Area, PO Box 576
Safat 13006, Kuwait
POC: Jabbar Mukhtar, Operations (ext. 511)
Tel: 965-24711440 X 511/ 1809020
Fax: 965-2471-3226
Cell: 965-9902-6461 (Mukhtar)
Email: jabbar@alsawan.com

5) Boodai Aviation Company
Cargo Division
Tel: (+965) 24720929/24720868
Fax: (+965) 24720933
P.O.Box 5798 Safat 13058 Kuwait
Primary Contact:
Mr. Khaldoun Hajdeeb
Cargo Manager
Mobile: (+965) 97280692/69040049
Email: Khadoun@Boodaiaaviation.com
Secondary Contact:
Mr. Melvin Fernandes
Cargo Operations Supervisor
Mobile: (+965) 97294354
Email: Melvin@Boodaiaaviation.com

3) Global Freight Systems, Co.
W.L.L.
Sultan Ben Essa Complex
Dajeej, Farwaniya, Kuwait
POB 22389, Safat 13084 Kuwait
POC: Venkatesh Sharma
Tel: 965 2431 6530
Fax: 965 2431 9177 or 431 6478
Cell: 965 997 36327
Email: venkatesh@globalfreight.
net

ITGBL Local Agents

Country: Kyrgyzstan

Post: Bishkek

Bureau: SCA

Local Agents:

3) Interdean Bishkek
107 Kievskaya Str., 2nd floor
720001 Bishkek, Kyrgyzstan
POC: Zulfiya Muslimova
Tel: 996312 613863
Cel: 996555 774597
Fax: 996312 613863
Email: bishkek@interdean.com
Web-site: www.interdean.com

2) Globalink Logistics Group
53 T. Aitmatova Str., Unit #47
720065 Bishkek, Kyrgyzstan
POC: Nastya Shloeva, Business Coordinator
Tel: 996312 680602, 908 455
Cell: 996772520772
Fax: 996312 680074
Email: a.shloeva@globalinkllc.com
Web-site: www.globalink.bz/kyr.htm ** bonded
warehouse**

4) ERKI Ltd.
24 Ibraimova Str, room 507
Bishkek, Kyrgyzstan
POC: Osmonov Ernest
Tel: 996 555 929398
Fax: 996 312 680889
Email: erkicargo@mail.ru
Web-site: www.erkicargo.com

1) American Resources International Cargo -
A.R.I. Cargo
35 Erkindik Blvd.
720040 Bishkek, Kyrgyzstan
POC: Anastasia Kozlova
Tel: 996-312-660077 Cell:
996-555-766442
Fax: 996-312-661311
Email: Bishkek@aricargo.com
Web-site: www.aricargo.com **bonded facility **

ITGBL Local Agents

Country: Laos

Post: Vientiane

Bureau: EAP

Local Agents:

1) Geotrans Logistic and Mover Co. Ltd.
Unit 24, Ban Phonpapao Thong, Sokpaluang Road
Sisattanak District, Vientiane, Lao PDR
POC: Mr. Vira Salikoun or Mr.Khamphai
Tel:: 856 21 313679
Fax: 856 21 312720
Cell phone: 856 20 56800680
Email: salikoun@geotrans.laopdr.com or
salikoun@hotmail.com

2) JVK Indo-China Movers (Laos) Ltd.
PO Box 3054
Unit 28 Phonphapao Village
Vientiane, Lao PDR
Tel: 856-21-313-505
Fax: 856-21-312-376
E-mail: laos@jvkasia.com
POC: Mark Donohoe & Mrs. Savandaly Samounty
Tel: 856 21 313505 and Thailand number :66-02-
379-4646
Fax:856 21 312376 and Thailand number: 66-02-
379-5050
Email: mark.donohoe@jbkasia.com and
nok@jvkasia.com

3) Schenker (Thai)Ltd.
Representative office Lao PDR. Unit 8, No153 Ban
Watnak
Thongkang Road, Sisattanak District Vientiane Lao
PDR
POC: Chayada Chatapha (Branch Manager)
Phone: 856 21 353881 or 353882
Fax: 856 20 555 20989
Email: chayada.chatapha@dbschenker.com
www.dsbchenker.com/th

ITGBL Local Agents

Country: Latvia

Post: Riga

Bureau: EUR

Local Agents:

1) Corstjens Worldwide Movers Riga
Jurkalnes iela 15/25, gate 15
Riga, Latvia LV-1046
POC: Olga Petroveca
Tel: (371) 67800 800
Fax: (371) 67800 801
Email: olgap@corstjens.com ** bonded
facility **

4) FF INTERNATIONAL MOVERS
3, Sarlotes street
LV-1001, Riga, LATVIA
POC: Aivars Usans
Tel: (371) 6784 0592
Fax: (371) 6784 0591
Cell: (371) 2916 0011
e-mail: au@ff-group.lv

2) Zebra Cargo - Friendly Movers
Riga International Airport
Riga, Latvia LLV-1053
POC: Mr. Oskars Veinbergs
Tel: (371) 67412 108
Fax: (371) 6 7412 156
Cell: (371) 2915 5365
Email: zebra@zebracargo.com
Web-site: www.zebracargo.com

3) Genex Group International
6 Kengaraga Str.
Riga, Latvia LV-1063
POC: Mr. Kaspars Birzaks
Tel: (371) 67268 820
Fax: (371) 67268 824
Cell: (371) 2653 9249
Email: kaspars@genex.lv ** bonded
facility **

ITGBL Local Agents

Country: Lebanon

Post: Beirut

Bureau: NEA

Local Agents:

5) Kamel E. Haddad
D. General Manager
DHL Global Forwarding Lebanon
Charles Helou Avenue
490 Harbor Drive Saifi
Beirut – Lebanon
Phone: +961 1 564789
Fax: +961 565268
Kamel.haddad@dhl.com
www.dhl.com

4) Beirut Express
Sourati Street, Chartouni Bldg.
Hamra, Beirut, Lebanon
Tel: 961 1 341400 / 1-2-3-4
Fax: 961 1 341405
Email: customersupport@beirutexpress.com.lb
Website: www.beirutexpress.com

1) Beirut International Movers
Kazandjian Bldg, Camil Chamoun
Street
PO Box 55-050
Sin El Fil, Beirut, Lebanon
Fax: 961-1-49-7700
Tel: 961-49-55-00; 961 3 617712
Fax: 961-1-49-7700
Email: info@beirutovers.com
Web-site: www.beirutmovers.com

2) Beirut Cargo Center
Sin El Fil, Opposite Mirna Chalouhi bldg.
Parallel Towers, Bloc B, Floors 12-13-14
P.O. Box 17-5040 - Beirut – Lebanon
Tel. +961 1 48 22 11 ext 111
Mob. +961 70 19 44 65
Fax. +961 1 48 22 24
packing.beirut@bcclogistics.com
bccbeirut@bcclogistics.com
www.bcclogistics.com

3) Boueri Freight Services SAL
Tel. (HQ): 01/888 000
Fax: 01/888 000 ext 18
POC: Lena Antoine Boueri, Overseas Manager
Email: lena@bouerifreightservices.com
T: (011) 961 (0)1 888 000
C: (011) 961 (0)3 315 222
www.bfslebanon.com

Country: Lesotho

Post: Maseru

Bureau: AF

Local Agents:

1) Stuttford Van Lines - Lesotho
Lioli Road, Industrial Area, Box 0637
Maseru West, Lesotho
POC: Mrs. Venus Havenga
Tel: 266 22 323 966
Fax: 266 22 310 290
Cell: 266 589 260 66
Email: venus.havenga@stuttfordvanlines.com

ITGBL Local Agents

Country: Liberia

Post: Monrovia

Bureau: AF

Local Agents:

AGS Frasers
International Removals
Monrovia, Liberia
Email: manager-liberia@agsmovers.com
www.ags-worldwide-movers.com
Tel: 231 077 00 33 77

Express handling Services
58 Broad Street
Monrovia, Liberia
Email ehsmw@yahoo.com
Tel: 231 06 511 201/231 06 657 235

Sealand shipping
Bushrod Island
Monrovia, Liberia
Email: sealandshipping@yahoo.com
Tel: 231 06 511 687/ 231 06 423 252

Country: Libya

Post: Tripoli

Bureau: NEA

Local Agents:

2) Paxton International
Front Tripoli, Port Marine, PO Box 2059
Tripoli, Libya
POC: Yousri Aclimandos
Tel: 218 21 7106751
Fax: 218 21-4907286
Email: Tripoli@paxton.com

3) Sedra Libya Packing Transportation Company
PO Box 82262, Ibn Nafees Street, Nr. Sa
Lahadien Hospital
Tripoli, Libya
POC: Mohamed F. Abuhlega, Owner and General
Manager
Tel: 00 218 21 715 9051/ 714 7723/ 717 3198
Fax: 00 218 21 462 8244/ Cell: 00 218 91
2157965 or 92 500 1025
Email: sedralibya@hotmail.com;
info@sedralibya.com; abuhlegasedra@hotmail.com
Website: www.sedralibya.com

1) Manarat Al Madina Shipping Agency
Damascus Street
Hadba Area
Tripoli, Libya
POC: Nureddin Elwaer
Tel: 218 21 2184149; 218 21 4907792 (office)
Fax: 218 21-4907286
Email: nur@masa-shipping.com.ly

4) Interconex, Inc.-- Libya
3.5km Swani Road
Fallah, Tripoli, Libya
Phone +218 (0) 91 8752011 | +218 (0) 95 4160676
POC: Troy White, Managing Director
Phone: +218 (0) 91 844 7250
Email: Troy.White@Interconex.com
Alt POC: Matt Grickowski, Operations Manager
Phone: +218 (0) 95 450 4949
Email: Matt.Grickowski@Interconex.com

ITGBL Local Agents

Country: Lithuania

Post: Vilnius

Bureau: EUR

Local Agents:

1) Calenberg Vilnius, UAB
International Movers
Biciuliu g. 29
Bukiskis
14182, Vilniaus rajonas
Lithuania
POC: Andrejus Lisovskis
Tel: 370 5 2430004
Fax: 370 5 2430005
Cell: 370 698 20266
Email: andrius.lisovskis@calenberg.lt
Email: calenberg@calenberg.lt

2) SERVEKT
Lakunu str. 28/23
Vilnius LT-09108, Lithuania
POC: Vytautas Kaneckas
Tel: 370 5 2641407
Fax: 370 5 2641407
Cell: 370 686 66665
Email: servektvilnius@takas.lt

3) Corstjens Worldwide Movers Riga
Krasta iela 103
Riga, Latvia LV-1019
POC: Olga Petroveca
Tel: (371) 67800 800
Fax: (371) 67800 801
Cell: (371) 2646 9156
Email: olgap@corstjens.com
** bonded facility **

Country: Luxembourg

Post: Luxembourg

Bureau: EUR

Local Agents:

3) Lux-Connex
101, rue des Artisans
L-1141 Luxembourg, Luxembourg
POC: Manny Krier
Tel: 352 40 24 40
Fax: 352 48 48 25
Email: manny.krier@lux-connex.lu

1) Interdean Deiladen SA
Hall 7 - Allee de la Poudrerie
L-1899 Kockelscheuer
POC: Mr. Stephane Compain
Tel: 352 48 44 22
Fax: 352 40 29 79
Email:
Luxembourg@interdean.com

2) Nadin
2, rue de Septfontaines
L-8371 Hobscheid, Luxembourg
POC: Mr. Francis Van Duffel
Tel: 352 39 80 48
Fax: 352 39 56 24
Email: info@nadin.eu

ITGBL Local Agents

Country: Macedonia

Post: Skopje

Bureau: EUR

Local Agents:

3) Interdean
International Relocation
Str. 164 No. 46
1000 Skopje, Macedonia
POC: Ms. Jasminka Trpenoska
Tel: 389-2-3215-340
Fax: 389-2-3215-360
Email: skopje@interdean.com Email:
Jasminka.Trpenoska@interdean.com Web:
www.interdean.com

4) Global Logistics Ltd. DOOEL
Worldwide Transportation and Logistics
Industrijska bb, Istocna Industrijska Zona
1040 Madzari, Skopje, Macedonia
POC: Theodore Vlachos
Tel: 389 2 2550 240
Fax: 389 2 2550 624
Email: office@globallogistics.com.mk

2) ORBIT DOOEL
Str. 1 no. 28A, Trubarevo
1047 Skopje,
Macedonia
POC: Marija Lazarova-Pilling
Tel: 389-2-2550-661
Fax: 389-2-2551-550 Email:
mlpilling@orbiskopje.com.mk
Email: orbit@orbiskopje.com.mk **
bonded facility **

6) AGS Skopje
POC: Ms. Marija Angelova
Tel: +38923096424
Fax: +38923096423
Mobile: +38970252294
Email: manager-macedonia@agsmovers.com

5) MakMove doo Skopje (Representative for
Corstjans World Wide Movers)
Skupi bb (Agromehanika)
1000 Skopje, Macedonia
Mailing address: Ul. "Gjorce Petrov" 10/2-5
1000 Skopje Republic of Macedonia
Ljupco Gjorgjievski/ Toni Marhusevsk
Mobile Tel: 389 70 380 484, 389 70 233 456
Phone/fax: 389 2 2039 727, 389 2 3096 697
Email: info@makmove.com.mk, corstjens@t-
home.mk
Web: www.makmove.com.mk, www.corstjens.com

1) Move One
Skupi 3A
1000 Skopje, Macedonia
POC: Mrs. Edit pop-gavrilova
Tel: 389 2 3090 022 x104
Fax: 389 2 3090 022 x115
Email: edit.popgavrilova@moveoneinc.com
Website: www.moveoneinc.com

ITGBL Local Agents

Country: Madagascar

Post: Antananarivo

Bureau: AF

Local Agents:

3) Worldwide Movers Madagascar
c/o Green islands Logistics sarl.
P.B. 5188
Antananarivo, Madagascar
POC: Guy Shepherd, Director
Tel: 261-20-22-228-04
Email: wmmg@bigfoot.com

2) Tessiot Demenagements
B.P. 1530
Zone Forello Tanjombato
Antananarivo, Madagascar
POC: Joseph Ravelonahina, Technical and Admin
Director
Tel: 261-20-22-574-10
Email: tessiot.dem.mada@wanadoo.mg

1) AGS Frasers
Z.I. Forello Module 8 - Tanjombato
B.B. 9167A Andoharanofotsy
Antananarivo, Madagascar
POC: Loic Bouche, Director
Tel: 261-20-22-461-98
Email: agsmad@wanadoo.mg

Country: Malawi

Post: Lilongwe

Bureau: AF

Local Agents:

3) AGS Malawi Limited,
Private Bag 283,
Lilongwe, Malawi
Tel: 265 (01) 759374
Cell: 265 (08) 88839528
Fax: 265 (01) 759375
manager@agsmalawi.com Email:

1) Packaging & Relocation Services
Area 28/27 Kanengo
P.O Box 1076
Lilongwe, Malawi
POC: James Jamu (Managing Director)
Tel: 265-1-711-047/48
Cell: 265-8-855-179
Fax: 265-1-711-047
Email: prs@malawi.net

2) Stuttards International Removals
P.O.Box 2052
Lilongwe
Malawi
POC: Obet Matwanje or Willard Munangati
Managers
Tel: 265 1 712 467
Fax: 265 1 710 495
Mobile: 265 8 888 68635 Email:
stutts@malawi.net

ITGBL Local Agents

Country: Malaysia

Post: Kuala Lumpur

Bureau: EAP

Local Agents:

1) Crown Line (M) Sdn. Bhd.
Lot 37645, Jalan 5/37A, Taman Bukit Maluri
Kepong, 52100 Kuala Lumpur, Malaysia
Tel No: +603 – 6275 1830, Fax No: +603 – 6275
1840
Website: www.crownline.com.my
POC: Azri Ahmad, E-Mail:
azri.ahmad@crownline.com.my
E-Mail: Johnson.lai@crownline.com.my or
rachel@crownline.com.my

5) Crown Relocations, Crown Worldwide Movers
Sdn. Bhd
Address: Lot 7, Jalan Delima 1/1, Subang Hi Tech
Industrial Park, Batu Tiga, 40000 Shah Alam,
Selangor Darul Ehsan, Malaysia
Contact person: Mr. Keith Ellis, Corporate Services
Manager
Tel: + 60-3-5636-9166
Fax: + 60-3-5637-5166
Cell Phone: + 60-1-2376-0277
Email: kellis@crowrelo.com
Website: www.crownrelo.com

4) Asian Tigers Transpo Movers (M) Sdn Bhd
Address: Lot 6, Jalan Ragum 15/17 SS 15, 40000
Shah Alam, Selangor Darul Ehsan, Malaysia
Tel: + 60-3-5565-2200
Fax: + 60-3-5513-3788
Contact person: Ms. Angela Subramaniam
DID: + 60-3-5565-2333
Tel: + 60-3-5565-2200 Ext.180
Fax: + 60-3-5513-3788
Email: angela.subramaniam@asiantigers-malaysia.com
Skype Id: angela.subramaniam@asiantigers-malaysia.com
Website: www.asiantigers-malaysia.com

2) Ambassador Worldwide Movers (M) Sdn. Bhd.
Lot 17, Lorong Enggang 31, Off Jalan Enggang
Taman Keramat, 54200 Kuala Lumpur, Malaysia.
Tel No: +603 – 4253 2000, Fax No: +603 – 4252
4000
Website: www.ambassador.com.my
POC: Jim Dhillon, E-Mail: movers@streamyx.com

3) Unigroup Worldwide UTS Malaysia
No 59, Persiaran Mewah, Bandar Tun Razak
56000 Kuala Lumpur, Malaysia.
Tel No: +603 – 9171 4673, Fax No: +603 – 9171
4543
Website: www.unigroupworldwide.com
POC: Mohd Khairul Sim Abdullah, E-Mail:
Khairul_sim@unigroupworldwide.com

ITGBL Local Agents

Country: Mali

Post: Bamako

Bureau: AF

Local Agents:

AGS Bamako
Route de Sogoniko
BP E 693 - Rue 131
Bamako, Mali
Tel: 223 220 13 78
Fax: 223 220 27 32
Email: ags.mali@cefib.com
Website: www.ags-worldwide-movers.com

ITGBL Local Agents

Country: Malta

Post: Valletta

Bureau: EUR

Local Agents:

6) Cube Relocations
18, Triq Hal-Warda
Attard ATD 1406, Malta
POC: Chris Vassallo
Tel: 356 2721 2721
Fax: 356 2142 1197
Cell: 356 9949 3400
Email: Chris@cuberelocations.com;
cuberelo@onvol.net; moves@cuberelocations.com
Web-site: www.cuberelocations.com

1) Yogbur Safety Packers
c/o Eyre Cargo Services, Velbro House, Qormi
Road
Luqa LQA 9040, Malta
POC: Alfred Xuereb or Jesmond Mifsud
Tel: 356 2124 2327/8 Fax: 356
2124 2320 Email:
jesmond@eyrecargoservices.com

2) Express Trailers Ltd.
Velbro House
Luqa Road
Qormi LQA 9040, Malta
POC: David Fleri Soler, Sales Manager
Tel: 356 2124 2311 x300
Fax: 356 7942 1476
Email: dflerisoler@expresstrailers.com
Web-site: www.expresstrailers.com

3) Eyre Cargo Services
Velbro House
Luqa Road
Qormi LQA 9040, Malta
POC: Jesmond Mifsud, Agency Manager
Tel: 356 2124 2327/8
Fax: 356 2124 2320
Email: jesmond@eyrecargoservices.com
Web-site: eyrecargoservices.com

5) Transpak Overseas Removals, Ltd.
326/328 Zabbar Road
Paola FGR 1013, Malta
POC: William Vella, Managing Director
Tel: 356 2182 1166
Fax: 356 2180 0350
Cell: 356 9949 2890
Email: infor@transpakmalta.com
Web-site: www.transpakmalta.com

4) Thomas Smith & Co. Ltd.
War Victims Square
Luqa LQA 1010, Malta
POC: Ian Lawson
Tel: 356 2205 8141
Fax: 356 2205 8199
Cell: 356 7954 5479
Email: ilawson@tcsmith.com
Web-site: www.tcsmith.com

ITGBL Local Agents

Country: Marshall Islands

Post: Majuro

Bureau: EAP

Local Agents:

Carepak Moving and Storage
1234 Villongco Road, Sucat
Paranaque City, 1700 Philippines
POC: Ms. Ellen F. Cruz
Tel: (632) 809-5808
Fax: (632) 807-3041
Email: ellencruz@carepakmoving.com or
info@carepakmoving.com

Country: Mauritania

Post: Nouakchott

Bureau: AF

Local Agents:

2) SOGECO Mauritania
Societe General du Consignation et D'entreprises
Maritimes
Consignation, Manutention, Transit, Transport
Route de l'aeroport/ 1765 rue 22-002
Commune Ksar BP: 351, Nouakchott, Mauritania
POC: Moktar Ould N'Dy
Tel: 222 525 27 40, 525 22 02
Fax: 222 525 39 03
Cell: 222 641 98 74
Email: sogeco@sogeco-sa.mr
Email: moktar@sogeco-sa.mr

1) AGS Frasers Mauritania
ZI du Ksar - Lot 71
BP 3936 Nouakchott, Mauritania
POC: Thibault Malezieux
Tel: 222 4 525 99 40/41
Fax: 222 525 99 41/42
Cell: 222 658 25 55
POC: Chantal Robert
Email: direction-mauritanie@agsmovers.com

ITGBL Local Agents

Country: Mauritius

Post: Port Louis

Bureau: AF

Local Agents:

1) Service de Deménagement International
TMC Freeport Zone 6
Mer Rouge
Port, Louis, Mauritius
POC: Sam Sooprayen
Tel: 230 206 2638
Fax: 230 206 2639
Email: demenage@intnet.mu

2) Somatrans SDV Ltd
POC: Peddy Murugesan (Mrs)
Sales Executive
Marketing Dept.
Building No 1, Riche-Terre Office Park,
Phase 1, Riche-Terre,
Direct line : 230 202 73 45
Mobile : (230) 940 33 57
Fax : (230) 202 7351
Email : pmurugesan@iblgroupp.com

4) AGS FRASERS INTERNATIONAL MOVERS
ARSENAL
MAURITIUS
MANAGER: ERWAN VERGER
TEL. NO: 230 764 0020
EMAIL: manager-mauritius@agsmovers.com
INTERNET: www.agsfrasers.com

3) Velogic Limited
TMC Freeport Zone 7
Mer Rouge, Port Louis
POC: Mr. Joel Lefebure
Tel : 2065000 - Direct Line - 2065123
Mobile - 2517770
Email- joel.lefebure@velogic-mu.com
Mr.Nayaz Lallbahadur
Tel : 2065000 - Direct Line - 2065111
Mobile - 2535200
Email- nayaz.lallbahadur@velogic-mu.com

ITGBL Local Agents

Country: Mexico

Post: Ciudad Juarez

Bureau: WHA

Local Agents:

3) Mudanzas GOU, S.A. de C.V.
Jose Clemente Orozco #260
Alamos de San Lorenzo
Cd. Juarez, Chihuahua, MEXICO 32340
POC: Christian Aguilar
Cel: (52-656-1) 107-1958 or Nextel 52*59045*26 (Aguilar)
Office: (52-656) 623-4115
Fax: (52-656) 618-6229
Email: c.aguilar@mudanzasgou.com,
cd.juarez@mundanzasgou.com

1) Customs Critical Cargo Inc. (former Peregrine Falcon) 360 South Americas Ave, Suite B El Paso, TX 79907
POC: Lidia Robles, Cynthia Acosta
Cel.- 915-996-0128 (Robles)/ 915- 626-9022 (Acosta)
Office: 915-872-8169
Email: lidiarobles@hotmail.com, Cynthia_acosta@fastfalcon.com and cacosta@cccargo1.com

2) The Inland Sea, Inc.
9601 Carnegie
El Paso, TX 79925
POC: Thomas Lampe and Rigoberto Duran
Cel.- (915) 892-4958
Office: (915) 592-1517
Fax: (915) 592-1835
Email: thomas.lampe@ito-elpaso.com, rduran@tis-worldwide.com

Post: Guadalajara

Bureau: WHA

Local Agents:

2) SEYMI
Calzada Independencia Norte # 3450
Guadalajara, Jalisco. Mexico.
POC: Raul Covarrubias
Iliana Vargas
Tel: (52) 33-3603-0000
Fax: (52) 33-3603 1553, 3603 2033
Email: seymi@seymi.com.mx

1) Mundanzas GOU
Altos Hornos 1477
Parque Industrial El Alamo
Guadalajara, Jalisco, Mexico
POC: Cristina Cervantes
Tel: (52) 33-36661404/ 1439
Email: r.hernandez@ati.com.mx or Guadalajara@ati.com.mx

Post: Hermosillo

Bureau: WHA

Local Agents:

Mundanzas Gou
Allied International
Av. Las Galaxias 31
Col. Parque Industrial
CP 83299 Hermosillo, Sonora, Mexico POC:
Rodrigo Mendoza Barragan
Tel: 011 52 662 251 0734/ 0839/ 0876
Fax: 011 52 662 251 0875
Email: rmendoza@mundanzasgou.com
Website: www.mundanzasgou.com

ITGBL Local Agents

Post: Matamoros

Bureau: WHA

Local Agents:

1) Mudanzas Gou, S. A. de C. V.
POC: Francisco Javier Castillo Pulido
Nueva Escocia # 4344
Fracc. Ind. Abraham Lincoln
Monterrey, N. L. CP. 64310
Tel.- (81) 83 70 63 97
Nextel.- 52*34504*58
f.castillo@mudanzasgou.com

Post: Merida

Bureau: WHA

Local Agents:

2) Empaques y Mudanzas, S.A. de C.V.
Calle 9 No. 86 por 12 diagonal
Fracc. Mulsay 97246 Merida, Yucatan, Mex.
Office: 52-999-912-5234
Mobile: 52-999-958-0772
empaquesymudanzasint@prodigy.net.mx
Contacts: Ernesto Flores, Nora Leticia Martin

1) Muebles y Mudanzas MYM, S.A. de C.V.
Calle 65 No. 699 Av. Quetzalcóatl entre 18 y 20
Col. Emilio Portes Gil 97167 Merida, Yucatan, Mex.
Office: 52-999-983-0198
Mobile 52-999-947-1147
mymmeridablanca@hotmail.com
Contact: Ana Julieta Martin

4) Transportes y Mundanzas Mendez, S.A. de C.V.
Calle 97, no.382 por 48-A
Santa Rosa, Merida, Yucatan, Mexico
POC:
Tel: 52-999-929-5745
Email: mundanzasmendez@hotmail.com

3) Mudanzas Continental, S.A. de C.V.
Calle 27 No. 365 por 34
San Vicente Chuburna 97206 Merida, Yucatan,
Mex.
Office: 52-999-987-3607
Mobile: 52-999-180-1190
luisf@mudanzascontinental.com.mx
Contact: Luis Felipe Martin

Post: Mexico City DF

Bureau: WHA

Local Agents:

ITGBL Local Agents

Post: Monterrey

Bureau: WHA

Local Agents:

2) Trafimar Relocation Service, Monterrey
Ave. de las Industrias No. 124, Fracc Industrial
los Nogales
Santa Catarina N.L. C.P. 66367 Entre -
Arroyo el Obispo y Antiguo Camino a Minera del
Nte.
POC: Brenda Casas
Email: b.casas@trafimarrelo.com.mx Tel: 51 81
8390-0583

4) MYM, Muebles y Mudanzas International
Edgar Allan Poe #235
Col. Polanco Mexico, D.F. 07370
POC: Bernardo Lijtszain
Tel: 52 55 1055 8732
Email: lijtszain@myinternational.com

3) Mundanzas Gou, S.A. de C.V.
Representante de Ventas
Nueva Escocia No. 4344, Fracc. Ind.
Abraham Lincoln
Monterrey, N.L. CP 64310 POC: Alfonso
Luna
Tel: 52 81 8040 0000, 8040 0500, & 8676
3025 Email:
A.Luna@mudanzasgou.com

1) Transcontainer
Via. Dr. Gustavo Baz No. 295-F, col. Viveros de la
Loma
Tlalnepantla, EDO Mexico 54080
POC: Vicky Rojas/ Ma. Del Carmen Martinez de
Lerdo de Tesada, Dir.
Tel: 55 5361 7603/5398/7884
Email: vickyr@transcontainer-group.com
Email: carmensenior@transcontainer-group.com
(Director)

Post: Nogales

Bureau: WHA

Local Agents:

Mudanzas Gou
Allied International
Av. Las Galaxias 31
Col. Parque Industrial
CP 83299 Hermosillo, Sonora, Mexico
Tel: 011 52 662 251 0734/ 0839/ 0876
Fax: 011 52 662 251 0875
Email: rmendoza@mundanzasgou.com
Website: www.mundanzasgou.com

Post: Nuevo Laredo

Bureau: WHA

Local Agents:

2) Transcontainer
Via Dr. Gustavo Baz # 295-F
Col. Viveros de la Loma
Tlalnepantla, Estado de Mexico C.P. 54080
Ph. 011-55-5361-7603
POC: Vicky Rojas
E-Mail: cickyr@transcontainer-group.com

1) Mundanzas Gou
POC: Mario Martinez
Tel: 867-717-0517
Email: n.laredo@mundanzasgou.com

ITGBL Local Agents

Post: Tijuana

Bureau: WHA

Local Agents:

3) MYM INTERNATIONAL
Edgar Allan Poe #235
Col. Polanco Mexico CP 11550
POC: Malena Larrambebere
Tel: 52 55 2974 9400
Email: info@myinternational.com

2) TRANSCONTAINER
Via Dr. Gustavo Baz #295-F
Estado de Mexico CP 54080
POC: Arturo Rincon Cordero
Tel: 52 55 5398-2323
Email: arturor@transcontainer-group.com

1)Mudanzas Gou
Avenue de las Galaxias #31
Esquina Satellites
Col. Parque Industrial de Hermosillo
Hermosillo, Sonora CP 83299
POC: Rossy Gomez
Tel: 662 2510734
Email: hermosillo@mudanzasgou.com

Country: Miami Despatch

Post: DA_MI

Bureau: USA

Local Agents:

Country: Micronesia

Post: Kolonia

Bureau: EAP

Local Agents:

Pohnpei Transfer and Storage
P.O. Box 340
Pohnpei, FM 96941 Micronesia
Tel: (691) 320-2552
Fax: (691) 320-2389

ITGBL Local Agents

Country: Moldova

Post: Chisinau

Bureau: EUR

Local Agents:

2) Molinari Srl.
11/36 Aeroport Str.
Chisinau, Moldova
POC: Petre Balica
Tel: 373-22524102; 373-22529341
Web-site: www.molinari.md

1) Interdean
Blvd. Stefan cel Mare 126, Off. 17
Chisinau, Moldova 2012
POC: Pavel Cebotaru
Tel: 373-22-223349
Fax: 373-22-225828
Email: chisinau@interdean.com or
chisinau@interdean.mldnet.com
Web-site: www.interdean.com

Country: Mongolia

Post: Ulaanbaatar

Bureau: EAP

Local Agents:

2) Mon Logistics
Peace Avenue
Grand Plaza Complex # 1307
Bayangol duureg Ulaanbaatar 210535
Mr. A. Odgerel
od@mlw.mn
Tel: 976-7011-5454
Fax: 976-7011-1616
Cell: 976- 8800-0956
***We would like to use this company ONLY for in
coming ITGBL shipments for HHE/UAB/CNS and
POV.

1) Crown Worldwide, Mongolia:
Jamiinguun Street , Sukhbaatar District
Ar Mongol Travel Buidling, #403.
Ms. Enkhy,
Tel: 976-11-32-64-19
Tel: 976-9911-8509.
Email add: eluvsansharav@crowrelo.com
Mr. Bayarbat
Tel: 9909-8509
Email add: Btseveensuren@crowrelo.com
***One of the best/reliable companies in Mongolia.
Both in/out ITGBL for all types of shipments.

ITGBL Local Agents

Country: Montenegro

Post: Podgorica

Bureau: EUR

Local Agents:

5) Jadroagent BAR
International Shipping and Freight agency Ltd
Bar, Montenegro
e-mail: podgorica.forwarding@jadroagentbar.com
tel: Podgorica: 38220622555
Bar: 38230 315996
Fax: Podgorica: 38220622761 Bar: 38230
312751 *** customs clearance
in port of Bar and Podgorica customs terminal ***

2) INTERDEAN D.O.O
III NOVA 28
11272 DOBANOVCI - BELGRADE
TEL: + 381 11 35 36 350
FAX: + 381 11 35 36 352
Vesna Dragic, Branch Manager – mobile number
062 259 350
vesna.dragic@interdean.com
Maja Karaulic, Sales Manager – mobile number
062 259 354
maja.karaulic@interdean.com
*** packing and forwarding HHE/UAB/POV ***

4) INTERLOG
Ul Jovana Tomasevica G-9
85000 Bar, Montenegro
POC: Nikola
Tel: 38285313932
Fax: 38285317238
Cell: 38268006688
Email: interlog@cg.yu
logistics for container shipments in port of Bar

1) Move One Relocations
Darko Spaic
Montenegro, Podgorica
Crnogorskih Serdara 619DE
East Europe-Balkans-CIS & Central Asia-Middle
East& Africa-Asia Pacific
phone: +382 20 624 874
mobile: +382 67 233 090
e-mail: darko.spaic@moveoneinc.com
POC: Gordana Popov, Belgrade;

Move One Relocations
East Europe - Balkans - CIS & Central Asia -
Middle East & Africa - Asia Pacific
Office Belgrade, Serbia
Phone: +381 11 377 4243, +381 11 848 7088;
Fax: +381 11 848 7089
Mobile: +381 63 362 991
web: www.moveoneinc.com
Skype: mo_gordana.popov
*** packing and forwarding HHE/UAB/POV ***

3) AGS Movers
Cemovsko Polje bb, KP 10
Carinski terminal Zetatrans
81000 Podgorica, Montenegro
Darko Damjanovic
Branch manager
AGS Podgorica
Tel/fax: +382 20 658 129
Mobile: +382 69 122 177
Mail: manager-montenegro@agsmovers.com
packing and forwarding HHE/UAB/POV

ITGBL Local Agents

Country: Morocco

Post: Casablanca

Bureau: NEA

Local Agents:

4) AGS Warehouse
73 Avenue Tarek Benziad
Massira 2 - Temara (Rabat)
POC: Mrs. Chantal Robert, Manager
Tel: 212 37 60 20 42
Fax: 212 237 60 19 38
Cell: 212 61 10 98 51

1) Bedel Casablanca
257-259 Boulevard Adelmoumen
Casablanca, Morocco
POC: Mr., Kamal
Tel: 022-86-04-69; 022-86-01-43
Tel: 022-86-00-33 or 022-04-69 (Bouayad)
Fax: 022-86-01-43
Email: move@bedel.ma ** bonded
facility **

2) AGS Casablanca
73, Boulevard Moulay Slimane, Depot No. 16
Ain Sebaa, 20100 Casablanca, Morocco
POC: Mrs. Amina El Karmoudi or Christian Pottier
(manager)
Tel: 212-22-66-01-89/93
Fax: 212-22-66-12-71
Tel: 212-22-35-81-14 (Amina)
Email: dir2-agsmaroc@wanadoopro.ma Email:
(Amina) manager-agsmaroc@wanadoopro.ma
(Amina) ** bonded facility **

3) Marine Maroc Deménagement
23, Boulevard Moulay Slimane
20300 Casablanca, Morocco
POC: Mrs. Chatelouze
Tel: 022-66-72-18/14
Fax: 022-40-47-22
Email: oumelkettani@marine-
maroc.co.ma **
bonded facility **

ITGBL Local Agents

Post: *Rabat*

Bureau: *NEA*

Local Agents:

3) Marine Maroc Deménagement
23, Boulevard Moulay Slimane
20300 Casablanca, Morocco
POC: Mrs. Oumelghait Kettami
Tel: 212 22 66 72 18
Fax: 212 22 40 47 22
Email: oumelkettani@marine-maroc.co.ma
** bonded facility **

1) AGS Casablanca
73, Boulevard Moulay Slimane, Depot No. 16
Ain Sebaa, 20100 Casablanca, Morocco
Poc: Jerome Poumarat, A/Dir
Tel: 212-522-66-01-89-93
Fax: 212-522-66-12-71
Email: Jerome.poumarat@agsmovers.com
Cell: 212-661-24-68-93

AGS Rabat
1,rue Tayeb Bossiri
Apt 8, Agdal, Rabat
Morocco
POC: Emilie Ducert
Phone: 212 537 68 28 92
Cell: 212 661 10 98 51
Email: sales_rabat@agsmovers.com

bonded facility

2) Bedel Casablanca
257-259 Boulevard Adelmoumen
Casablanca, Morocco
POC: Mrs. Amina Redouani
Tel: 212 22 86 04 68
Fax: 212 86 01 43
Email: move@bedel.ma
** bonded facility **

4) Moumene International Moving Company
37, rue Idriss Al Akbar Hassan, Rabat/Morocco
Poc: Mr. Moumene Mohamed, Dir/Manager
Tel: 212-537-26-20-46;
212-537-26-31-57
Fax: 212-537-26-23-94
Email: moumene.mimc@gmail.com;
mimc@iam.net.ma; mimc@menara.ma
Cell: 212-661-35-20-46

ITGBL Local Agents

Country: Mozambique

Post: Maputo

Bureau: AF

Local Agents:

INGAR MOZAMBIQUE LDA
Rue da Soveste
PO Box 2330
Maputo, Mozambique
Tel: 258-21 4625001
Fax: 258-21 462502
Email: ingar@teledata.mz
Website: www.ingarinternational.com

CTZ Logistics Lda
Av Emilia Dausse 1286, R/C
Bairro Central A
Maputo
MOZAMBIQUE
Telfax :00258 21 303016
Tel: 00258823070684
Direct Mobile:
00258826223236/00258842853240/002588238056
30
Email: ctzlogistics@inmail.co.mz
Email: sales@ctzlogistics.com &
czembe@ctzlogistics.com
Website: www.ctzlogistics.com
Chandson Zembe
Sales & Marketing Manager

Country: Namibia

Post: Windhoek

Bureau: AF

Local Agents:

1) Namtrans
Copper Street #37, Prosperita
P.O. Box 30988
Windhoek, Namibia
POC: Mr. Philip Mans or Ms. Caroline Jooste
Tel: 264-61-236-270
Fax: 264-61-236-304
Email: namtrans@namtrans.com.na and
carolinej@namtrans.com.na

2) Stuttford Van Lines
Danzig Street #7, Lafrenz
P.O. Box 22902
Windhoek, Namibia
POC: Ms Bettina Priilaid
Tel: 264-61-224-691
Fax: 264-61-225-302
Email: stuttsls@mweb.com.na or
stuttswh@mweb.com.na ****bonded facility ****

ITGBL Local Agents

Country: Nepal

Post: Kathmandu

Bureau: SCA

Local Agents:

2) Orient Relocations
Tripureswor, Kathmandu
Nepal
POC: Binod Shah
Tel: 977 1 424 0990
Fax: 977 1 424 0455
Email: orientmovers@enet.com.np ** customs
bonded facility **

1) Atlas Packers and Movers
Tinkune, Airport Road
Kathmandu, Nepal
POC: P. W. Lama
Tel: 977 1 448 0797
Fax: 977 1 448 1174
Email: atlas@atlas.com.np
** customs bonded facility **

ITGBL Local Agents

Country: Netherlands

Post: Amsterdam

Bureau: EUR

Local Agents:

2) De Haan Removals
Edisonweg 18
P.O. Box 259
2950AG Alblasterdam (Rotterdam)
The Netherlands
POC: Mr. Rene van Valen; Mr. Richard de Blaauw
Tel: 31-78-692-03-33
Email: rene@dehaan.nl; richard@dehaan.nl

1) Team Allied
Sevillaweg 20
3047 AI Rotterdam
The Netherlands
POC: Pauline Messing or Jasper Beijer
Tel: 31 10 245 1453 (Messing); 31 10 238 0332 (Beijer)
Fax: 31 10 245 1456 (Messing); 31 10 245 1447 (Beijer)
Email: Pauline.Messing@teamalliedgroup.com
Email: Jasper.Beijer@teamalliedgroup.com

3) KHZ Removals
A. van Leewenhoekweg 30
2400 AJ Alphen a/d Rijn
The Netherlands
POC: Sita Ranner
Tel: 31 172 449977
Website: www.khz.nl
** bonded facility **

Post: The Hague

Bureau: EUR

Local Agents:

1) Team Allied
Sevillaweg 20
3047 AI Rotterdam
The Netherlands
POC: Pauline Messing or Jasper Beijer
Tel: 31 10 245 1453 (Messing); 31 10 238 0332 (Beijer)
Fax: 31 10 245 1456 (Messing); 31 10 245 1447 (Beijer)
Email: Pauline.Messing@teamalliedgroup.com
Email: Jasper.Beijer@teamalliedgroup.com

3) KHZ Removals
A. van Leewenhoekweg 30
2400 AJ Alphen a/d Rijn
The Netherlands
POC: Sita Ranner
Tel: 31 172 449977
Website: www.khz.nl
** bonded facility **

2) De Haan Removals
Edisonweg 18
P.O. Box 259
2950AG Alblasterdam (Rotterdam)
The Netherlands
POC: Mr. Rene van Valen; Mr. Richard de Blaauw
Tel: 31-78-692-03-33
Email: rene@dehaan.nl;
richard@dehaan.nl
Facility ***

*** Bonded

ITGBL Local Agents

Country: Netherlands Antilles

Post: Curacao

Bureau: EUR

Local Agents:

2) Cusbro NV (POV & Supplies)
Kleermakersweg # 18
Wilemstad, Curacao
POC: Sylvienne Busby
Tel: (011-5999) 511-8405
Fax: (011-5999) 461-0785
Mail: cusbronv@yahoo.com

1) Caribbean Moving Services NV (UAB & HHE)
Caracasbaaiweg # 328 B
Willemstad, Curacao
POC: Ms Manuela Carolina
Tel: (011-5999) 767-2588
Fax: (011-5999) 747-1155
Mail: manuela@cms.an

Country: New Zealand

Post: Auckland

Bureau: EAP

Local Agents:

Allied Pickfords
8-14 McCormack Place, Ngauranga
P.O. Box 162
Wellington, New Zealand
POC: Ray Loader, National Manager /
Tel: 64-4-472-1134
Fax: 64-4-371-2175
Email: Ray.Loader@alliedpickfords.co.nz

New Zealand Van lines
19 Barnes Street, Seaview, Wellington
POC: Craig Harris
Craig.Harris@nzvanlines.co.nz

Crown Relocations
44-46 Seaview road, Seaview, Wellington
POC: Debbie Mansell
dmansell@crownrelo.com

Post: Wellington

Bureau: EAP

Local Agents:

Allied Pickfords
8-14 McCormack Place, Ngauranga
P.O. Box 162
Wellington, New Zealand
POC: Ray Loader, National Manager /
Tel: 64-4-472-1134
Fax: 64-4-371-2175
Email: Ray.Loader@alliedpickfords.co.nz

New Zealand Van lines
19 Barnes Street, Seaview, Wellington
POC: Craig Harris
Craig.Harris@nzvanlines.co.nz

Crown Relocations
44-46 Seaview road, Seaview, Wellington
POC: Debbie Mansell
dmansell@crownrelo.com

ITGBL Local Agents

Country: Nicaragua

Post: Managua

Bureau: WHA

Local Agents:

1) Mundanzas Mundiales
Km. 6.5 Carretera Norte, Entrada a Cerveceria
Managua, Nicaragua
POC: Marjorie Freer (traffic@gmm.co.ni)/ Margarita Darce (amdarce@gmm.co.ni)
Tel: 011-505-252-2828

2) Transcarga Ltd.
Mudanzas y Transportes Internacionales
Carretera Norte Km. 2.5; frente al Complejo Policial
"Ajax Delgado"
PO Box 2082
Managua, Nicaragua
POC: Meyling Montes
(trafico@transcargoltd.com) POC: Alberto Sevilla (operations@transcargoltd.com)
Tel: 505-2248-4363
Fax: 505-2248-4914

Country: Niger

Post: Niamey

Bureau: AF

Local Agents:

2) MAERSK Niger S.A.
BP 12051
Niamey, Niger
POC: Mr. Sani Halilou, Director
Tel: 227 20 73 44 80
Fax: 227 20 73 44 80
Cell: 227 96 96 28 09

3) DHL Global Forwarding
DHL Niger International
1822, Blvd. de la Liberte
BP 10926
Niamey, Niger
Tel: 227 20 73 33 59
Cell: 227 94 85 22 85
Fax: 227 20 73 81 06
Email: simbala.sylla@dhl.com

4) AGS Frasers Niger
Route de l'aéroport
BP 13612
Niamey, Niger
POC: Gerard Machetel
Tel: 227 20 74 28 80 / 227 20 74 27 96
Cell: 227 96 96 37 31
Fax: 227 20 74 19 40
Email address for US agent contact: ITGBL-Africa@agsmovers.com

1) C.A.T. Niger S.A.
BP 10951
Niamey, Niger
POC: Mr. Ali Djimba, Director
Tel: 227 20 74 09 65
Fax: 227 20 74 34 29
Cell: 227 94 95 26 00
Email: catniger@intnet.ne

ITGBL Local Agents

Country: Nigeria

Post: Abuja

Bureau: AF

Local Agents:

Post: Lagos

Bureau: AF

Local Agents:

Country: Norway

Post: Oslo

Bureau: EUR

Local Agents:

1.) TEAM RELOCATIONS AS
Ankerveien 209
1359 Eiksmarka
Norway

POC: Kai Roger Finnseter
Tel: (47) 67161616
Fax: (47) 67161617
Cell: (47) 92843043
Email: KaiRoger.Finnseter@teamrelocations.com

2.) ADAMS EXPRESS AS
Filipstadveien 2
0250 Oslo
Norway

POC: Travis L. Clark
Tel: (47) 23011459
Fax: (47) 23011451
Cell: (47) 92046220
Email: tlc@adamsexpress.no

ITGBL Local Agents

Country: Oman

Post: Muscat

Bureau: NEA

Local Agents:

2) Writer Relocations
P.O. Box 3380 Postal code 111
Suite 2, Building 432, 18th November Street, Al
Azaiba,
Muscat, Sultanate of Oman
Tel : +968 24619815 Fax: +968 24619816
After Office Hours : +96896181550
writeroman@writercorporation.com

3)GGL RELOCATIONS.
P.O. BOX 1038, P.C. 112,
RUWI, SULTANATE OF OMAN.
Niroshana Hettiarachchi.
Manager Relocations.
E-Mail: niroshana@ggloman.com
Mob: +968 9642 3355 or +968 9808 1804
Rimpa Bhowmick.
Move Co-Ordinator.
E-Mail: rimpa@ggloman.com
Mob: +968 9946 2669

4)Falcon Air Services & Transport Co LLC (UPS)
P.O Box : 889, P.C. 100,
Muscat, Sultanate of Oman
Antony Navis.B
Tel : + 968 24 68 3 960 / 1 / 2 / 3 / 4 / 5
Dir : + 968 24 68 3 959
Gsm : + 968 9282 9020
Fax : + 968 24 68 3 958
Email : antony@fastcooman.com
Web : www.fastcooman.com

1) M/S Inchcape Shipping Services & Co. LLC.
Post Box 36, Postal Code 112
Ruwi, Sultanate of Oman
POC: Jim Robb, General Manager
POC: Manoj Kumar, Manager, International
Removals
POC: Ajith George, Manager, Cargo Services
Tel: (968) 24567010/ 24567050/ 24567744
Fax: (968) 24567101
Cell: 99942779 (Robb); 99493784 (Kumar);
99317411 (George)
Email: jim.robb@iss-shipping.com
Email: manoj.kumar@iss-shipping.com;
ajith.george@iss-shipping.com

ITGBL Local Agents

Country: Pakistan

Post: Islamabad

Bureau: SCA

Local Agents:

3) Transpack Packing & Freight Forwarding Co.
32 West Half, Blue Area, Sohrab Plaza, Jinnah Ave.
Islamabad, Pakistan
POC: Sheheryar Nasir
Tel: 92 51 285105 or 2821780
Fax: 92 51 2277127 or 92 51 2276920
Email: sheheryar@transpack.com.pk
Website: www.transpack.com.pk

1) M/S Freeline Movers
3rd floor, Yasin Plaza, 74-West Blue Area
Islamabad, Pakistan
POC: Alamgir Shah or M. Beaty
Tel: 00-92-51-2878029 - 2822471
Fax: 00-92-51- 2274227 - 2825132
Cell: 92 300 8500379 (Shah)
Cell: 92 302 8556906 (Beaty)
Freeline Movers Head office general email
moving@freelinemovers.com (to be cc'd in all
correspondence)
Freeline Movers MD's email:
ashah@freelinemovers.com (Alamgir Shah)
(ITGBL requests to be sent to)
Freeline Movers ITGBL Handler email:
hammad.shah@freelinemovers.com (ITGBL
requests to be sent to)
Freeline Movers city emails
karachi@freelinemovers.co
lahore@freelinemovers.com
peshawar@freelinemovers.com
Kabul@freelinemovers.com
quetta@freelinemovers.com (For shipments to
the concerned cities)
Website: www.flm.com.pk

2) Ocean Air
Industrial Area, Sector 1-10/3, Street 6, Plot 76
Islamabad, Pakistan
POC: Khushi Mohammad Raza, Asif Raza, Kashif
Raza
Tel: 92-51-444-7551
Fax: 92-51-444-3771
Email: oceanair@cyber.net.pk

ITGBL Local Agents

Post: Karachi

Bureau: SCA

Local Agents:

1) OCEAN AIR INTERNATIONAL
Office # 804, 8th Floor, Business Plaza, Mumtaz
Hassan Road
OFF: I.I. Chundrigar Road, Karachi
POC: Mr. Kashif Raza, Chief Coordinator
POC: Mr. Zahid Hussain Qadri General Manager
Tel: (92-21) 32460491-92 (Karachi Office)
Fax: (92-21) 32460493
Email: everywhere@cyber.net.pk

3) EXPRESS MOVERS
14-D, Blcok-6
PECHS, Karachi-75400, Pakistan
POC: Imran Aziz Siddiqui / Ashfaq Uddin
Tel: (92-21) 34527270 - 34528077
Fax: (92-21) 34547066
Email: siddiqui-a@cyber.net.pk

2) FREELINE MOVERS
No. 14&15, 3rd Floor, Kahkashan Mall,
Main Tariq Road 172-1, Block -2, P.E.C.H.S.
Karachi
POC: Suliman Shah
Tel: (92-21) 34530626 - 34310478
Fax: (92-21) 34531747
Email: karachi@freeline.com.pk /
movers@freeline.com.pk
Website: www.freelinemovers.com

Post: Lahore

Bureau: SCA

Local Agents:

3)Transpack Packing & Freight Forwarding Co.
#12, 2nd floor, Imtiaz Plaza, 85 The Mall Road
Lahore, Pakistan
POC: Akhtar Ali
Tel: 92 42 6300053 or 6369291
Fax: 92 42 6285826
POC: Akhtar Ali
Email: sheheryar@transpack.com.pk

1) M/S Freeline Movers
3rd floor, Yasin Plaza, 74-West Blue Area
Islamabad, Pakistan
POC: Alamgir Shah or M. Beaty
Tel: 00-92-51-2878029 - 2822471
Fax: 00-92-51- 2274227 - 2825132
Cell: 92 300 8500379 (Shah)
Cell: 92 302 8556906 (Beaty)
Email: ashah@freeline.com.pk
Email: flm@apollo.net.pk or
movers@freeline.com.pk
Website: www.flm.com.pk

2) Ocean Air
House No 40 B Jail Road
Lahore 54600, Pakistan
POC: Rizwan Alam Khan, Manager
Tel: 92-42-7523870
Fax: 92-42-7523871
Email: oceanair@cyber.net.pk

ITGBL Local Agents

Post: Peshawar

Bureau: SCA

Local Agents:

1) M/S Freeline Movers
3rd floor, Yasin Plaza, 74-West
Blue Area, Islamabad, Pakistan
POC: Alamgir Shah
Tel: 00-92-51-2822471/ 2274221
Fax: 00-92-51-2825132 / 2274227
Email: flm@apollo.net.pk or
movers@freeline.com.pk
Website: www.flm.com.pk

5) Ocean Air
Farooq Shah bldg, No. 331
Peshawar, Pakistan
PoC is Asif Raza,
Email: asif@oceanairpls.com
Gen Office Email: Oceanair@cyber.net.pk
Tel: 92-51-5279460
Fax: 92-51-5278878

3) Trade International
1st Floor, Suite No. 4
Khair Mohammed Plaza
Opposite State Bank of Pakistan
Sadder Road, Peshawar Cantt.
Peshawar, Pakistan
POC: Tariq Paracha
Tel: 091-5261326, 091-5271157
Fax: 091-5261376
Email: pew@alhannan.ent.com

4) Transpack Packing and Freight Forwarding Co.
T-7 & 8, 3rd floor, Bilour Plaza, Saddar Road,
Peshawar Cantt
Peshawar, Pakistan
POC: Arooj Ahmed Ansari or Faisal Mehmood
Tel: 92-91-5284261 or 5273703
Fax: 92 5278703
Email: sheheryar@transpack.com.pk

2) Security Packers
House No. 44, Street No. 6
Defense Colony Peshawar, Pakistan
POC: S. Qaiser Raza
Tel: 091-5272859; 091-5276871
Fax: 091-5276879

Country: Palau

Post: Koror

Bureau: EAP

Local Agents:

1) CTSI Logistics - Palau
P.O. Box 1713, Waesie Bldg.
Malakal Koror, Palau
POC: Jun Aclan, Operation Manager; Ronnie
Giman, Station Manager
Tel: (680) 488-1085/ 2845/ 6863
Fax: (680) 488-5828
Website: www.ctsi-logistics.com

ITGBL Local Agents

Country: Panama

Post: Panama City

Bureau: WHA

Local Agents:

1) Balboa International, S.A.
Milla 7.5, Transistmica Hwy
San Miguellito, Panama City
Republic of Panama
POC: George O'Masta, General Manager
Tel: 507 231-7244/ 231-7136
Email: babboaop@cwpanama.net

3) Canal Movers
Building 1067, Curundu Road Curundu
Panama City, Republic of Panama
POC: Walter Lafitte, General Manager
Tel: 507 232-8096/ 232-1394
Email: w.lafitte@pty.com

2) PANAMA PACKING AND STORAGE
Urb. La Esperanza No.9-T
Ricardo J. Alfaro Avenue
San Miguelito
Panama City
General Manager: Fernando Alegre E.
Sales Director: Lina Alegre M.
Phones: (507) 230-1422/230-1147
Fax (507) 230-1609
E-Mail: mail@panamapacking.com

ITGBL Local Agents

Country: Papua New Guinea

Post: Port Moresby

Bureau: EAP

Local Agents:

3) JVK International Movers
Address: Unit 1, 7 First Avenue
Address2: Maroochydore, Queensland 4558,
Australia
POC: Paul Sutton
Title: Managing Director
Tel: +07-5309 6890
Mob: +61 448752010
Fax: +07-5335 1663
Email: paul.sutton@jvkasia.com

1) Hi Lift Company
Kunai Street,
PO Box 830
Port Moresby
Papua New Guinea, South Pacific
E-mail: removals@hilift.com.pg
Tel: ++ 675 3251355 Fax: ++ 675 3251306
POC: Thomas Mote

2) WridgWays, PNG
Jacksons PDE
Seven (7) Mile
P O Box 1975
BOROKO
National Capital District
Papua New Guinea
South Pacific
POC and Contact Details:
Manager
Mr. Allen Murphy Gorogo
Telephone: ++ 675 3255366 Fax: ++ 675 325 8293
E-mail: allen.gorogo@pngaf.kenmore.com.pg
Sales Manager
Ms. Veronica Clunn
Telephone: ++ 675 325 5366 Fax: ++ 675 3258293
Veronica.clunn@pngaf.kenmore.com.pg

Country: Paraguay

Post: Asuncion

Bureau: WHA

Local Agents:

SERVIMEX SACI
2435 Felix Bogado Ave.
Asuncion, Paraguay
POC: Ms. Lourdes Tufari, - incoming shipments –
email: import@servimex.com.py
POC: Ms. Noelia Mora, - outgoing shipments –
email: export@servimex.com.py

ITGBL Local Agents

Country: Peru

Post: Lima

Bureau: WHA

Local Agents:

2) Security International Moving, SAC
Av. Los Castillos 309
Ate - Lima 3, Peru
POC: Mario Martinez, President
Tel: 511-436-4000
Fax: 511-436-4000
Email: MMartinez@simoving.com.pe
Web-site: www.simoving.com.pe

1) Express Transports, S.A.
Av. Los Gorriones 130
Lima 09, Peru
POC: Dieter Krumdiek, General Manager
Tel: 511-251-4040
Fax: 511-251-3070
Email: krumdiek@express.com.pe
Web-site: www.express.com.pe

ITGBL Local Agents

Country: Philippines

Post: Manila

Bureau: EAP

Local Agents:

4) Santa Fe Moving and Relocations Services
Unit 3 First Avenue, Manalac
Taguig City, 1640 Philippines
POC: Mr. Vedit Kurangil
Email: vedit.kurangil@santafe.com.ph
POC: Racquel Sapiendante
Email: racquel.sapiendante@santafe.com.ph
POC: Simon Shrubsole
Email: simon.shrubsole@santafe.com.ph
Tel: (632) 838-1761/62/63/64
Fax: (632) 838-8190

2) Crown Worldwide Movers, INC.
Bldg. 2 Panorama Compound Km 18
West Service Road, Sucat
Paranaque City 1700, Philippines
POC: Shelomi R. Sadamas, Move Manager
Tel: (632) 822-1123
Fax: (632) 823-52-63
Email: ssadamas@crownrelo.com
Web-site: www.crownrelo.com

5) AGS Four Winds International Movers
10 P. Antonio Street, Barrio Ugong
Pasig City, Philippines
POC: Laurent Bedleem
Email: laurent.bedleem@agsfourwinds.com
POC: Grace Cunanan
Email: cunanan-g@agsfourwinds.com
Tel. No. (632) 671-8000
Fax No. (632) 671-8338

1) Commercial Freight Services, Inc.
Warehouse II, Isaran St. corner NAIA Avenue
Irasan Complex, San Dionisio, Parañaque City
Philippines
Tel Nos: (632) 820-3919, (632) 826-7123, (632)
829-7990, (632) 825-0060
Fax No: (632) 820-3092
POC1: Jaime A. Fernandez
Email: comfrtbusdev@cfsharp.com
POC2: Grace Silvestre
Email: gvsilvestre@cfsharp.com

3) Asian Tigers Lane Moving and Storage, Inc.
N4 JY Sons Compound, Veteran Complex
1631 Taguig, Manila, Philippines
POC: Richard Dyas
Email: Richard.dyas@asiantigers-philippines.com
POC: Tata B. Pintac
Email: tata.pintac@asiantigers-philippines.com
POC: Mel Santos
Email: mel.santos@asiantigers-philippines.com
Tel: (632) 837-09-32
Fax: (632) 838-48-35

ITGBL Local Agents

Country: Poland

Post: Krakow

Bureau: EUR

Local Agents:

4) MK Relocation Sp.z.o.o.
Ul. Ku Wisle 7
00-707 Warsaw, Poland
POC: Krzysztof Olczak
Tel: 48-22-8514005
Tel: 48- 503 188 987
Email:Krzysztof.olczak@mkrelocation.pl

1) Universal Express
ul. Syszkowa 35/37
02-285 Warsaw, Poland
POC: Kinga Motyka
Tel: 48-22-8783500
Email: kinga.motyka@uer.pl
Email: renata.bozek@uer.pl

3) Corstjens Worldwide Movers Group
ul. Nowa 23, Stara Iwiczna
05-500 Piaseczno, Warsaw, Poland
POC: Piotr Dmowski or Aldona Zaron
Tel: 48-22-7377200
Email: Piotr@corstjens.pl
Email: Aldona@corstjens.pl

2) Move One Relocations sp.z.o.o.
ul. Koszykowa 54
00-675 Warsaw, Poland
POC: Piotr Piekawicz
Tel: 48-22-6308161
Tel: 48-509761217
Email:Piotr.piekawicz@moveoneinc.com

5)AGS Warsaw S.P. ZO.O
Ul. Julianowska 37
05-500 Piaseczno
Poland
POC: Antonie Duquesnay
Tel: 0048 22 702 1072
Cell: 0048 602 258 055
Fax: 0048 22 702 1077
Email: manager-warsaw@agsmovers.com or
operations-warsaw@agsmovers.com

ITGBL Local Agents

Post: Warsaw

Bureau: EUR

Local Agents:

1) Corstjens Worldwide Movers Group
ul. Nowa 23, Stara Iwiczna
05-500 Piaseczno, nr Warsaw, Poland
POC: Piotr Dmowski or Aldona Zaron
Tel: 48-22-7377200
Email: Piotr@corstjens.pl
Email: Aldona@corstjens.pl

6) MK Relocation Sp. zo.o
Ul. Ku Wisle 7
00-707 Warsaw
Poland
POC: Krzysztof Olczak (Director) Tel/Fax: +48-22-
851-4005 Krzysztof.olczak@mkrelocation.pl

3) AGS Warsaw S.P. ZO.O
Ul. Julianowska 37
05-500 Piaseczno
Poland
POC: Antonie Duquesnay
Tel: 0048 22 702 1072
Cell: 0048 602 258 055
Fax: 0048 22 702 1077
Email: manager-warsaw@agsmovers.com or
operations-warsaw@agsmovers.com

2) Move One Relocations
ul. Koszykowa 54
00-675 Warsaw, Poland
POC: Piotr Piekawicz
Tel: 48-22-6308161
Email: Piotr.piekawicz@moveonerelo.com

5) INTERDEAN
ul. Geodetow 172
05-500 Piaseczno
Warsaw, Poland
POC: Bart Behnke, Branch Manager
POC: Bartlomiej Wiaczek
Tel: 48-22-7017171
Fax: 48-22-7017177
Cell: 48664934729 (Behnke)
Cell: 48602306232 (Wiaczek)
Email: Bart.behnke@interdean.com
Email: Bartek.wiaczek@interdean.com

4) Universal Express
ul. Syszkowa 35/37
02-285 Warsaw, Poland
POC: Ms. Kinga Motyka
Email: kinga.motyka@uer.pl
POC: Ms. Sylwia Fluks
Email: sylwia.fluks@uer.pl
Tel: 48-22-8783546
** bonded warehouse at airport **

ITGBL Local Agents

Country: Portugal

Post: Lisbon

Bureau: EUR

Local Agents:

6) INTERDEAN Centro
Empresarial Sintra-Estoril
Estrada de Albarraque - Armazem Q - Linho
2710 - 297 Sintra, Portugal
POC: Antonio Lemos/Isabel Delgado
Tel: 00 351 21 924 5050/ 0179
Email: lisbon@interdean.com **Bonded
Warehouse**

3) AGS Worldwide Movers
Centro Empresarial Quinta da Bela Vista
Rua do Sol Nascente, no. 7, Armazem T e U
2660-009 Frielas, Portugal
POC: Anabela Brites
Tel: 00 351 219 8710
Email: manager-
lisbon@agsmovers.com ** bonded
warehouse**

2) UTS-Gauntlett International Transportes, LDA.
Lda. Apartado 76 2766-901
Estoril Codex, Portugal
POC: Peter Eckersley
Tel: 00 351 21 924 2917
email: eckersley@gauntlett.com ** bonded
warehouse**

5) Urbanos-Mundacas, Logistica, Gestao
Documental
Centro Empresarial Urbanos
Estrada Nacional 115, Km 5
Casa Novo
2664-501 S. Juliao do Tojal, Portugal
POC: Pedro Silva, Andre Sequeira, Ana Luisa
Tel: 00 351 707 200 777
Email: lisboa@urbanos.com

7) NAVECOR Transitarios, Lda.
R Rosa Araujo, No. 30 7 - esq
1250-195 Lisboa, Portugal
POC: Ilda Pereira
Tel: 00 351 21 350 4250
Email: movers@navecortransitarios.com

1) Empresa de Transportes Galamas
Av. Salgueiro Maia
No. 840 Aboboda
2776-902 Carcavelos, Portugal
Tel: 351-21-444-3021
POC: Mr. Jose Esteves
Email: lisbon@galamas.pt ** bonded
warehouse **

8) GLOBAL INTERNATIONAL RELOCATION
Address: Estrada Principal 8, Campo Raso
2710-138 Sintra, Portugal
Tel: 00 351 219 236 550
POC: Luis Duarte
Email: info@global.pt

ITGBL Local Agents

Country: Qatar

Post: Doha

Bureau: NEA

Local Agents:

3) Writer Relocations
PO Box 37846, Doha, State of Qatar
Tel: +974-4468 4046/ 4468 1661
Fax: +974 44684746
Mobile: +974 55861881
POC: Anoop Edward Bosco, Country Manager
Email: anoop.bosco@writercorporation.com
Website: www.writercorporation.com

1) GAC Qatar W.L.L.,
P.O. Box 6534,
Doha – Qatar
Tel: +974 -44205600
Fax: +974-44205601
POC: Jarmo Kihlstrom
E-Mail: jarmo.kihlstrom@gac.com
Moving.qatar@gac.com

2) Swift Freight Services
P.O. Box 22303
Doha, Qatar
POC: Dave Dsouza
Tel: 974 4460 4815
Fax: 974 4460 4534
Email: swiftintl@qatar.net.qa

ITGBL Local Agents

Country: Romania

Post: Bucharest

Bureau: EUR

Local Agents:

6) Corstjens Worldwide Movers
POC: Florin Mitrica
Tel: +40 21 1020698
Mobile +40 728 736488
E-mail: florin@corstjens.com

5) Allied Pickfords Romania
29 Topraisar Street
Bucharest 1, 014569 Romania
POC: Theodor Popa
Theodor.Popa@alliedpickfords.ro
Tel: +40 21 221 96 46
Mobile: +40 729 77 73 97

8) Crown Relocation
POC: Marius Trusca
Email: M.Trusca@crownrelo.com
Tel: +40 724 187 083 / +40 754 766 789

7) Move One
POC: Alexandru Ciocodei
Email: Alexandru.Ciocodei@moveoneinc.com
Tel: +40 21 650 0025
Mobile: +40 753 038 138

3) CDD Relocation
162 Splaiul Unirii
Bucharest, Romania
POC: Dana Dascalu
Tel: 40 21 317 9754
Email: dana.dascalu@relocate.ro

1) INTERDEAN INTERNATIONAL RELOCATION

36-38 Migdalului Street
Bucharest, Romania
POC: Cristian Borcos
cell phone: 40 722 629252 Tel: 40-21-221.23.25
Email: Cristian.Borcos@interdean.com **Facility is
secure but not bonded**

2) AGS International Moving and Storage
256 Basarabia Blvd, District 3
Bucharest, Romania
POC: Gratiela Lascu or Valentina Costache
Tel: 40 21 345 0666 Fax: 40 21
345 0062 Email: manager-
bucharest@agsmovers.com *****
Bonded Facility *****

9) Top Movers
POC: Vlad Icodin
Email: TopMovers@TopMovers.ro
Tel+ 40 21 6533942
Mobile: +40 722 628923

4) ORBIT International Moving and Storage
Member of Orphee Beinoglou Group.
Address: Sos. Bucuresti - Urziceni Km. 18+400,
Corp.B, Afumati, Jud. Ilfov.
POC: Teodoru Cristea or Lilana Burghilea
Phone: 0040-21-350 1500
Fax:0040 -21-350 1501
Email: tcristea@orbitromania.ro
Cell: 0040 744 431 759
Email: l.burghilea@orbitromania.ro
Cell: 0040 749 114 041
Email: hhgds@orbitromania.ro

ITGBL Local Agents

Post: Cluj-Napoca

Bureau: EUR

Local Agents:

ITGBL Local Agents

Country: Russia

Post: Moscow

Bureau: EUR

Local Agents:

1) Corstjens Worldwide Movers Group
Moscow Office
48A, Otkrytoye Chausse
107370 Moscow, Russia
POC: Oleg Yashenko, General Manager
Tel: 7 495 11 411 9620/7301/7302/7304
Fax: 7 495 966 7307
Email: oleg@corstjens.ru

4) Interlog Worldwide Movers **
Berezhkovskaya Naberezhnaya, 20, Bldg 3
121059 Moscow, Russia
POC: Sergey Klimov, Chief of Export/Import
Departments
Tel: 7 495 937 94 54
Fax: 7 495 937 94 55
Email: klim@iwm.ru
** incoming shipments and outgoing shipments**

5) AGS FROESCH
Ochakovskoye Shosse 36, Building 2
119530 Moscow / Russia
POC: Ludmila Moskvina (key account manager)
and Detlef Kahlenborn (General Director)
Phone: +7 (495) 989 6664
Fax: +7 (495) 989 6668
Mobile: +7-903-612 3871 (Detlef Kahlenborn)
Email: Ludmila.moskvina@agsfroesch.com and
detlef.kahlenborn@agsfroesch.com

3) Interdean
61 Novocheryomushkinskaya Street, 3rd floor
Moscow, Russia
POC: Ms. Elena Gorodnichina
Tel: 7 495 933 5232
Email: Elena.Gorodnichina@interdean.com

2) Allied Pickfords
127A, Varshavskoye Chausse
Moscow, Russia
POC: Dmitry Degtyarev, GM
Tel: 7 495 796 9325
Email: Dmitry.Degtyarev@teamalliedgroup.com

6) Move One Relocations
#3 Krymskiy Val Str, Bld. 2, Office No. 209
Moscow, Russia
POC: Ms. Irina Sokolinskaya
Tel: (7) (495) 926-0164 ext. 220
Fax: (7) (495) 926-0163
Email: irina.sokolinskaya@moveonerelo.com

ITGBL Local Agents

Post: St. Petersburg

Bureau: EUR

Local Agents:

2) OOO Panbaltservice
199106 V.O. Bloshoy pr.103
Tel: 7 812 322 6027
Fax: 7 812 322 6039
Email: avia@pan-baltservice.spb.ru
** customs bonded facility **

3) Corstjens Worldwide Movers Group - Moscow
office
Otkritoye Shosse 48A 3d fl
107370 Moscow
Russia
Phone: +7 495 411 9620
Direct : +7 495 989 7305
Fax: +7 499 966 7307
Mobile: +7 985 773 4056
E-mail oleg@corstjens.com
Website: <http://www.corstjens.com>

1) IWM Moving Company
Brezhkovskaya nab., 20, bld. 3
121059 Moscow, Russia
POC: Sergey Klimov Chief, Export/Import
Department
Tel: 7 495 939 94 54
Fax: 7 495 937 94 55
Cell: 7 910 431 1669
Email: klim@iwm.ru
Web-site: www.iwm.ru

Post: Vladivostok

Bureau: EUR

Local Agents:

Links, Ltd.
Ul. Svetlanskaya 89, Suite 35
690078 Vladivostok, Russia
POC: Yuri Melnikov
Tel: 7-4232-220-887
Email: vladivos@links-ltd.com

ITGBL Local Agents

Post: Yekaterinburg

Bureau: EUR

Local Agents:

3) Interdean
61 Novocheryomushkinskaya Street, 3rd floor
Moscow, Russia
POC: Silvia Ciubotaru
Email: Silvia.Ciubotaru@interdean.com
Tel. +7 (495) 933 5232

1) Corstjens Worldwide Movers Group
Moscow Office
48A, Otkrytoye Chausse
107370 Moscow, Russia
POC: Oleg Yashenko, General Manager
Tel: +7 495 411 9620, +7 495 989 7305
Fax: +7 499 966 7307
Mobile: +7 985 773 4056
E-mail: oleg@corstjens.com

2) Team Relocations (formerly Allied Pickfords),
Varshskoye Chause 127A, 117545 Moscow, Russia
POC: Dmitry Degtyarev
General Manager
T: +7 495 796 93 25
F: +7 495 796 93 26
M: +7 985 991 62 68
E:Dmitry.Degtyarev@teamrelocations.com

4) Interlog Worldwide Movers (IWM) **
Berezhkovskaya Naberezhnaya, 20, Bldg 3
121059 Moscow, Russia
POC: Sergey Klimov, Chief of Export/Import
Departments
Tel: 7 495 937 94 54
Fax: 7 495 937 94 55
Email: klim@iwm.ru
** incoming shipments

5) AGS Froesch
115432 Proektiruemyj Proezd 4062, #6
Moscow, Russia
POC: Ludmila Moskvina
Tel: (7) (495) 916-9961
Fax: (7) (495) 916-9962
Email: Ludmila.Moskvina@agsfroesch.com

Country: Rwanda

Post: Kigali

Bureau: AF

Local Agents:

3) SDV TRANSAMI
BP 1338
Kigali, Rwanda
Tel: 250 575584
POC:
Rodolphe Kembukuswa (rodolphe@sdv.co.rw)
Email: info@sdv.co.rw,

1) AGSO
BP 292
POC Pascal Romain
Phone: +250 252576573 / 788300906
e-mail: rwanda@agsmovers.com

2) COIMEX
BP 2573
Kigali, Rwanda
Tel: 250 575584
Email: coimex@rwand1.com

ITGBL Local Agents

Country: Saudi Arabia

Post: Dhahran

Bureau: NEA

Local Agents:

1) East & West Express
P.O. Box 718, Dammam 31421
Kingdom of Saudi Arabia
POC: Mr. Mohd Yousufuddin
(myousuf@atco.com.sa)
POC: Mr. Joy C.K. (joy@atco.com.sa)
Tel: 966 3 8346647 X 207, 234
Fax: 966 3 8342327

2) Four Winds Saudi Arabia Limited
P.O. Box 5921, Dammam 31432
Kingdom of Saudi Arabia
POC: Jose Pappachan (impdm@fourwinds-ksa.com)
Tel: 966 3 857 4434,
Fax: 966 3 857 4841

ITGBL Local Agents

Post: Jeddah

Bureau: NEA

Local Agents:

3) Namma Cargo Services Co LTD
P.O. Box 6867, Jeddah 21452
Kingdom of Saudi Arabia
POC: Abdullah S. Al-Hejilan/ Deputy Regional Manager
Email: a_hejilan@nammacargo.com
POC: Mohamed Afsar/ Import
Email: Afsar@nammacargo.com
POC: Stanley Menezes/ Freight Manager
E-mail: Stanley.m@nammacargo.com
Tel: 966-2-672-2645/ 672-2560/ 675-7950
Fax: 966-2-674-2799
Website: www.nammacargo.com

4) Orient Transport Company, Ltd.
P.O. Box 6983, Jeddah 21452
Palestine Street, 1st floor, Al-Ajlan Building
Kingdom of Saudi Arabia
POC: Omar Ismail, Import Customs
Email: omar.ismail@kuehnenagel.com
Tel: 966-2-644-6655
Fax: 966-2-660-0223

2) Four Winds Saudi Arabia LTD
P.O. Box 4223, Jeddah 21491
Kingdom of Saudi Arabia
Tel: +966 2 654 7111
Fax: +966 2 6547222
Anis Al- Shanti, Branch Manager
Email: anis@fourwinds-ksa.com
Raoul R. Katigbak (Import rates inquiry and quote – Personal Effects)
Email: impjed@fourwinds-ksa.com
Munadel Hudali (Import/ Export – Official shipment)
Email: sfjed@fourwinds-ksa.com
Dharm Murali (Export rates inquiry and quote – Personal/official)
Email: expjed@fourwinds-ksa.com
Website: www.fourwinds-ksa.com

1) East and West Express
P.O. Box 1298, Jeddah 21431
Kingdom of Saudi Arabia
POC: Jameel Ahmed, Branch Manager
Email: jameelahmed@atco.com.sa
POC: P. Moidu/ Sr. Sales Executive
E-mail: EWEJEDSales@atco.com.sa
E-mail: moido@atco.com.sa
POC: Syed Hussain Khan/ Sea freight – import & export
E-mail: sayed@atco.com.sa
POC: Mohammed Ameeruddin/ Air freight – import & export
E-mail: Ameeruddin@atco.com.sa
POC: N. Skreekant/ Operations Manager
Email: sreekant@atco.com.sa
Tel: 966-2-691-2204
Fax: 966-2-691-3922
Website: www.atco.com.sa

ITGBL Local Agents

Post: Riyadh

Bureau: NEA

Local Agents:

3) Move One Relocations
P.O. Box 250670, Riyadh 11391
Kingdom of Saudi Arabia
Web: www.moveoneinc.com
POC: Mohamad Hadbaoui - Country Manager
Tel: 966-1-2884175
Cell: 966-557-8577473

2) East & West Express
P.O. BOX 8077, Riyadh 11482
Kingdom of Saudi Arabia
Website: www.atco.com.sa
POC: Mr. Tajuddin Pillai
Removals Manager
Tel: 966-1-476-2241 X 119
Direct: 966-1-472-0393
Email: Tajuddin@atco.com.sa
POC: Mr. Anwar-Ul-Haq Qadri
Scheduling Officer
Tel: 966-1-472-0393; 476-2241 X153
Fax: 966-1-476-2485; 472-0480
Email: Anwar@atco.com.sa

1) Four Winds, Saudi Arabia LTD
P.O. Box 8654, Riyadh 11492
Kingdom of Saudi Arabia
Website: www.fourwinds-ksa.com
POC: Mr. Rasheed Ali
Regional Manager
Tel: 966-1-454-4080/8215
Fax: 966-1-454-6656
Email: Rasheed@fourwinds-ksa.com
Gen email: impruh@fourwinds-ksa.com
POC: Mr. Celso M Detalo
Admin. Manager
Tel: 966-1-454-4080/8215
Fax: 966-1-454-6656
Email: celso@fourwinds-ksa.com

ITGBL Local Agents

Country: Senegal

Post: Dakar

Bureau: AF

Local Agents:

1) AGS Frasers Senegal
Av. Malick Sy
BP: 2704 - Dakar, Senegal
POC: Manager : Didier BERTAY
Cell Phone : 00 221 777401282
email manager-senegal@agsfrasers.com
*** Bonded Facility ***
**No POVs

2) Transit Fret (Transfret):
SIEGE SOCIAL SENEGAL
Contact: Maguette Dabo
Boulevard Fahd Abdoul Aziz
Angle Autoroute Echangeur Hann
Tel: +221 33 859 1212
FAX: +221 33 864 3535
EMAIL: Maguette.dabo@transfret.sn
***No POVs

3) TRANSIT LE SALOUM
Residence Al Zahr 4/6 Boulevard Djily Mbaye BP
4115
TEL: 221-33-822-1214
Contact: Habib Sarr
transaloum@orange.sn
***ALL POVs

ITGBL Local Agents

Country: Serbia

Post: Belgrade

Bureau: EUR

Local Agents:

2) AGS Belgrade
Visnjicka 91
11060 Belgrade, Serbia
POC1: Fabris Grujic, Branch Manager
POC2: Bojan Stojadinovic, Operation Manager
Tel: +381 11 2085 917
Fax: +381 11 2085 918
Email 1: manager-belgrade@agsmovers.com
Email 2: operations-belgrade@agsmovers.com
Website: www.ags-worldwide-movers.com

3) Corstjens (TMO shipments)
Petra Mrkonjica 6
11000 Belgrade, Serbia
POC: Aleksandra Vuckovic, Branch Manager
Tel: 381 11 64 127 5030
Fax: 381 11 265 1282
Email: info.belgrade@corstjens.com
Website: www.corstjens.com

1) Move One
Autoput Beograd - Novi Sad
11080 Belgrade, Serbia
POC: Maja Pasic, Branch Manager; Gordana Popov, Project Manager
Tel: 381 11 848 7088
Fax: 381 11 848 7089
Email: maja.pasic@moveonerelo.com
Email: gordana.popov@moveonerelo.com
Website: www.moveonerelo.com
Main company for TMO shipments

4) Interdean
III Nova 28
Belgrade – Dobanovci
Serbia
POC: Misa Matic
Email 1: misa.matic@interdean.com
Email 2: belgrade@interdean.com
Tel: +381 11 35 36 350
Fax: +381 11 35 36 352
Website: www.interdean.com

ITGBL Local Agents

Country: Shanghai

Post: Shanghai

Bureau: EAP

Local Agents:

3) China Way International Moving & Warehousing
Shanghai
Rm. 102, No. 31, Lane 88 Jinyu Rd.
Shanghai 201103, PR China
POC: Steven Zhong
Tel: 86-21-64029765
Fax: 86-21-64029867
Email: steven@chinawaygroup.com
self-owned customs bonded warehouse (1st
rate brokerage agent)

1) Santa Fe Relocation Services
5th floor, Tian Hong Building
80 Xian Xia Rd.
Shanghai 200051, PR China
POC: Leslie Lee/Jessiea Huang (inbound)/Ada Ye
(outbound)
Tel: 86-21-62339700
Fax: 86-21-62339005
Email: llee@santafe.com.cn /
jhuang@santafe.com.cn / aye@santafe.com.cn
self-owned customs bonded warehouse (1st
rate brokerage agent)

2) Asian Tigers K.D. Dat (China) Ltd. Shanghai
8F, Asionics Technology Bldg.
6, Lane 1279, Zhong Shan (W) Rd.
Shanghai 200051, PR China
POC: Jenny Xu
Tel: 86-21-32095561
Fax: 86-21-32095560
Email: jenny.xu@asiantigers-china.com
self-owned customs bonded warehouse (1st
rate brokerage agent)

4) AGS Four Winds Shanghai
Rm. 217 Jingan Modern Industry Tower
68 Changping Rd.
Shanghai 200041, PR China
POC: Katherine Yang
Tel: 86-21-31262221
Fax: 86-21-62889837
Email: katherine.yang@agsfourwinds.com
no self-owned customs bonded warehouse (2nd
rate brokerage agent)

ITGBL Local Agents

Country: Shenyang

Post: Shenyang

Bureau: EAP

Local Agents:

2) Allied Pickfords
12 Floor, World Trade Centre
No.25, Tongxing Street
Zhongshan District
Dalian, 116001
CHINA POC: Ms. Susan Yang
Email: Susan.Yang@alliedpickfords.com.cn

3) Crown Relocation (China)
POC: Nick Dobson
POC: Jackie Wang
Email: jackiewang@crownrelo.com
Room 2403, Liangjiu international Building,
No. 5 Heyi Street, Xigang Dist.
Dalian, LN China 116011
www.crownrelo.com
Preferred Company

1) Santa Fe
China POC:
Room 2804 Tian An international Building
Zhong Shan Dist, Dalian, LN China
POC: Ella Onn, GMS
Dir: (86-411) 3981 5118
Mob: (86) 139 9860 3191
Email: eonn@santafe.com.cn
www.santaferelo.com
POC: Joanna Zhou
Email : joanna.zhou@santafe.com.cn

Country: Sierre Leone

Post: Freetown

Bureau: AF

Local Agents:

1) AGS-FRASERS Sierra Leone Ltd.
148 Wilkinson Road
PO Box 999
Freetown, Sierra Leone
POC : Jerome Siauve
Tel : +232 33 920 120
Gsm: 033 920 120
Email: manager-sierraleone@agsmovers.com

2) MAERSK Sierra Leone
7 Bathurst Street
Freetown, Sierra Leone
POC: James. M. Heyburn, Managing Director
Tel: 232 22 228 725
Email: siltop@maersk.com

3) SEA AND LAND SERVICES LTD.
SLSA Building, Cline Town
Freetown, Sierra Leone
POC: Mrs. Elma Johnson, Managing Director
Tel: 232 76 800 048
Email: elma.johnson@bollore.com

ITGBL Local Agents

Country: Singapore

Post: Singapore

Bureau: EAP

Local Agents:

3) Unigroup Worldwide UTS Singapore
40 Kian Teck Road
Singapore 628783
Tel: 65-6266-5525
Fax: 65-6264-5525
POC: Yvonne Tay & Sam Chua
Email: Yvonne_tay@unigroupworldwide.com
Email: sam_chua@unigroupworldwide.com

4) AGS Four Winds International Relocation Pte Ltd
6 Kwong Min Road, #03-00
Singapore 628709
Tel: 65-6777-1166
Fax: 65-6777-9409
POC: Yannick Lothou & Jamine Tan
Email: yannick.lothou@agsfourwinds.com
Email: jasmine.tan@agsfourwinds.com

1) The Family Movers(s) Pte Ltd
24 Kian Teck Road
Singapore 628775
Tel: 65-6266-5225
Fax: 65-6266-5335
POC: Robert Bock & Chrishelle Chow
Email: rbock@familymovers.com
Email: cchow@familymovers.com

2) Asian Tigers K.C. Dat (S) Pte Ltd
6 Lok Yang Way, Jurong
Singapore 628625
Tel: 65-6261-8116
Fax: 65-6264-4354
POC: Patrick Goh
Email: Patrick.goh@asiantigers-singapore.com

5) Santa Fe Relocation Services (s) Pte Ltd
54 Pandan Road
Singapore 609292
Tel: 65-6398-8588
Fax: 65-6265-0245
POC: Shireen Kwan & Stephanie Chui
Email: shireen.kwan@santafe.com.sg
Email: stephanie.chui@santafe.com.sg

ITGBL Local Agents

Country: Slovak Republic

Post: Bratislava

Bureau: EUR

Local Agents:

1) Kuehner A. & Sohn Relocations
Girakstrase 15
A-2100 Korneuburg - Vienna
Austria
POC: Mr. Erich Bauer-Kuehner
Tel: 43 2262 74 544
Email: bauer-kueher@kuehner.co.at ** bonded facility **

3) Corstjens W.W. Bratislava
Podunasjska 25
821 06 Bratislava, Slovak Republic
Tel: 421 2 436 44 791 2
Email: info.bratislava@corstjens.com

2) Interdean SRO
Agatova 22
841 03 Bratislava, Slovak republic
Tel: +421252632447
POC: Anthony Heszberger and/or Mark Muss
Email: Anthony.Heszberger@interdean.com
Email: Mark.Muss@interdean.com

Country: Slovenia

Post: Ljubljana

Bureau: EUR

Local Agents:

1) VATOVEC Relocation
Cufarjeva 5
1000 Ljubljana
Slovenia
T: +386 1 430 1340
F: +386 1 430 1344
E: vlado@vatovec.si
www.vatovec.si

Member of FIDI - IAM – FEDEMAC
** bonded facility **

2) SCHENKER d.d.
Pisarna/Office:
Brnčičeva 51, 1231 Ljubljana
Phone: +386 1 5885 717
Fax: +386 1 5885 797 Mobile: +386 31 357 920
Email: jure.kuzman@schenker.si
Web: <http://www.schenker.si>

3) Interdean International Relocation
c/o Relocations Ltd.
Tel: +36 1 888 6750
Contact person: Anthony Heszberger
e-mail: anthony.heszberger@interdean.com
Contact person: Kevin Morrison
e-mail: kevin.morrison@relocations.si

ITGBL Local Agents

Country: South Africa

Post: Cape Town

Bureau: AF

Local Agents:

1) Stuttford Van Lines ***
131 Bofors Circle
Epping Industria
Cape Town, South Africa
PO Box 301, Eppindust 7475
Cape Town, South Africa
POC: Ms. Dorian Hurst/ Sylvia Theyers
Tel: 27 21 534 3423
Fax: 27 21 534 8846
Email: Dorian.Hurst@stuttfordvanlines.com
Email: Cobus.Maartens@stuttfordvanlines.com ***
Bonded Facility ***

3) Biddulphs International,
3 Venus Way,
Wetton 7764,
Cape Town.
Tel: 27-21-762-1111.
Fax 27-21-762-7135.
Mr Allen Jones
Email: allen@biddulphs.co.za

2) AGS Frasers International Removals
20 Goodenough Avenue, Epping 2
Cape Town, South Africa
POC: Mr. Anton Coetzee
Tel: 27 21 534 7481
Fax: 27 21 534 8426
Toll free: 27-0800 600 704
Email: ITGBL-Africa@agsmovers.com
Email: anton.coetzee@agsfrasers.com
Email: analene.dekock@agsfrasers.com
Email: Lynn.Bezuidenhout@agsfrasers.co

Post: Durban

Bureau: AF

Local Agents:

2) AGS Frasers International
10 Ernest Clockie Road
Prospecton, 4110
Durban KZN South Africa
POC: Graham Spence Ross
Tel: 27-31-902-7281
Fax: 27-31-902-6947
Email: graham@agsfrasers.com
Email: ITGBL-Africa@agsmovers.com

1) Stuttford Van Lines
8 Ernest Clockie Road
Prospecton, 4110 Isipingo Beach Durban KZN,
South Africa
POC: Morgan Moodley
Tel: 27 31 902 3566
Fax: 27 31 902 8227
Email: morgan.moodley@stuttfordvanlines.com

ITGBL Local Agents

Post: Johannesburg

Bureau: AF

Local Agents:

4) Crown Relo
No. 1 Drakenberger Drive
Longmeadow Business Estate, West
Modderfontein
Johannesburg, South Africa
POC: Margie Clark or Anita Wright
Tel: 27 11 372 1700
Fax: 27 11 372 1701
Email: mclark@crownrelo.com;
awright@crownrelo.com
Website: www.crownrelo.com

1) Stuttford Van Lines
23 Axle Drive
Clayville, Midrand Johannesburg, South Africa
P O Box 987 Halfway House 1685
Johannesburg, South Africa
POC: Laura Wegner
Tel: 27 11 2061500
Fax: 27 11 3880409
Email: laura.wegener@stuttfordvanlines.com
HHE SHIPMENTS

2) AGS Frasers International**
4 Second Street, Commercia
Midrand, Johannesburg, South Africa
POC: Renee van der Walt; Eben Engelbrecht
Tel: 27 11 541 9000
Fax: 27 11 310 1946
Email: renee.vanderwalt@agsfrasers.com;
eben.engelbrecht@agsfrasers.com
Email: ITGBL-Africa@agsmovers.com
** HHE shipments only**

3) Rohlig Grindrod (Pty) Ltd. ***
Pomona Road
Pomona, Kempton Park, Johannesburg, South
Africa
POC: Maria Smuts
Tel: 21 11 409 0300
Fax: 27 12 409 0400
Email: marias@rohlig.co.za
*** UAB shipments ***
** bonded warehouse **

ITGBL Local Agents

Post: Pretoria

Bureau: AF

Local Agents:

2)AGS Frasers **
4 Second Street, Commercia
Midrand, Johannesburg, South Africa
POC: Renee van der Walt
Tel: 27 11 541 6000
Fax: 27 11 310 1946
Email: eben.engelbrecht@agsfrasers.com;
renee.vanderwalt@agsfrasers.com
Email: ITGBL-Africa@agsmovers.com
** HHE shipments only"

3) Rohlig Grindrod (Pty) Ltd. ***
Pomona Road
Pomona, Kempton Park, Johannesburg, South
Africa
POC: Maria Smuts Tel: 27
11 4090300 Fax: 27 11
4090400 Email: marias@rohlig.co.za
*** UAB shipments ***

1) Stuttaford Van Lines
23 Axle Drive
Clayville, Midrand Johannesburg, South Africa
P O Box 987 Halfway House 1685
Johannesburg, South Africa
POC: Laura Wegner
Tel: 27 11 2061500
Fax: 27 11 3880409
Email: laura.wegener@stuttafordvanlines.com ***
HHE SHIPMENTS ***

4) Crown Relo
No. 1 Drakenberger Drive
Longmeadow Business Estate, West
Modderfontein
Johannesburg, South Africa
POC: Margie Clark or Anita Wright
Tel: 27 11 372 1700
Fax: 27 11 372 1701
Email: mclark@crownrelo.com;
awright@crownrelo.com
Website: www.crownrelo.com

ITGBL Local Agents

Country: Spain

Post: Barcelona

Bureau: EUR

Local Agents:

Interdean
Tierra de Barros, 4
Pol. Indal Coslada
28820 Coslada, Spain
POC: Susana Alonso
Tel: 34 91 799-2232
Fax: 34 91 799-0179
Email: susanaalonso@interdean.com

SIT Transportes Internacionales
Calle osca s/n, nave 5
Pol. Indal. Las Salines
08830 Sant Boi de Llobregat, Spain
POC: Ana Belen Serrano
Tel: 34 93 630-5555
Fax: 34 93 630 5720
Email: anabelen.serrano@sit-spain.com

Post: Madrid

Bureau: EUR

Local Agents:

2) Mudanzas y Guardamuebles
Trallero, S.A.
Pablo Iglesias, 60-70
Pol. Ind. Granvia Sur
08908 L'Hospitalet de Llobregat
Barcelona, Spain
Carolina Trallero
Tel: 93 421 7500
E-mail: ctrallero@trallero.com
Website: www.trallero.com

3) SIT Grupo Empresarial, S.L.
Avda. Fuentemar, 13
22820 Coslada
Madrid, Spain
Inés Tabuenca
Tel: 34 91 671 0608
Email: ines.tabuenca@sitspain.com
Website: www.sitspain.com

4) Transportes Fluiters, S.L.
Calle Barquillo, 9
28004 Madrid, Spain
Christian Moericke
Tel: 34 91 5249170
E-mail: comercial@fluiters.es
Website: www.fluiters.es

1) Interdean S.A.
Vía de las Dos Castillas, 33
Edificio Atica 3, 2nd Floor
28224 Pozuelo de Alarcón
Madrid, Spain
Susana Alonso
Tel: 34 91 7992232
E-mail: susana.alonso@interdean.com
Website: www.interdean.com

ITGBL Local Agents

Country: Sri Lanka

Post: Colombo

Bureau: SCA

Local Agents:

4) H. Don Carolis & Sons Ltd.
65, Station Passage, Colombo 2,
Sri Lanka.
POC: Mr. Prashantha Peiris
Colombo 2, Republic of Sri Lanka
Tel: 0094 11 247 2949 or 0094 11
242 2405
Email: packing@doncarolis.com,
Prashantha@doncarolis.com

3) Freight Links International Pvt Ltd
Level 7, Access Tower, 278 Union
Place Colombo 2
Poc: Sanjeewana Weerakon – Imports Operations
Manager
Phone: 0094-11-2302402,
cell 0094 777 881 938
Fax –0094-11-2302412
Email: Sanjeewanaweerakon@freightlinks.com

1) Horizon Relocations Pvt Ltd.,
99, Madampitiya Road Colombo 15, Sri Lanka
Poc: Mr. Clement De Silva – Managing Director
Phone: 94-11- 2546394 or 94-11-2546986
Cell#: 94-7712738917
E-mail: global@horizonrelocations.lk or
imports@horizonrelocations.lk

2) E.B Creasy Logistics Pvt Ltd.,
98, Sri Sangaraja Mawatha Colombo 10, Sri Lanka.
Poc: Mr. M.A.M. Nawfel-Manager/Inward
Phone: 4766008 or 2478780/9
Cell#: 94-773501824
E-mail: nawfel@creasy.lk or logistics@creasy.lk

ITGBL Local Agents

Country: Sudan

Post: Juba

Bureau: AF

Local Agents:

Post: Khartoum

Bureau: AF

Local Agents:

1) Cannata International Comphay
New Extension Amarat Street
P.O. Box 8173
Khartoum, Sudan
POC: Paolo Salvatore, General Manager
Tel: 249183462097
Fax: 249183472920
Cell: 249912304680
Email: cannataintl@hotmail.com or
cannataintl@gmail.com

2) K.S. Ganbert & Sons (Sudan) Ltd.
Gamhuria Avenue
PO Box 615
Khartoum, Sudan
POC: Kastaki Ganbert
Tel: 249 183 771312
Fax: +249 183 784381
Mobile: +249 9 12302294
Email: move@ganbert.com
Email: Kastaki@ganbert.co.uk
Website: www.ganbert.com

Country: Suriname

Post: Paramaribo

Bureau: WHA

Local Agents:

1) Paramaribo Custom Broker
Nassylaan # 38-40
Paramaribo, Suriname
POC: Mr. Clyde Cambridge
Tel: (597) 40 25 84/ (597) 47 00 37
Cell: (597) 850-1579
Email: pcb@surimail.sr / pcb@surimail.com

2) N.V. Global Expedition
Saramaccadoostek 18-A
Industrieterrein Zuid
Paramaribo, Suriname
POC: Mr. Glenn F. Bansee, General Manager
Tel: (597) 484 560
Fax: (597) 480 411
Email: gble@nvglobalexpedition.com

ITGBL Local Agents

Country: Swaziland

Post: Mbabane

Bureau: AF

Local Agents:

Stuttafords Van Lines
Unit 4, Matsapha Industrial Park
Matsapha, Swaziland
POC: Gavin Dollman, Branch Manager
Tel: 268 - 5185707
Fax: 268 - 5185706
Email: stuttafordsvanlines@realnet.co.sz

Country: Sweden

Post: Stockholm

Bureau: EUR

Local Agents:

2) NovaTrans AB
Johan Soderberg
Tel: 46 8 446 34 40 Fax: 46 8 755 19 19
Email: info@novatrans.se
Address: PO Box 7322
187 14 Täby,
Sweden

3) Global Freight Solutions AB
Jens Östergaard
Branch Manager
Mobile: +46 70 764 42 01
Email: jens.ostergaard@gsolutions.se
Address: Adolf Fredriks Kyrkogata 13
SE 111 37 Stockholm,
Sweden

1) Alfa Quality Moving AB
Anders Kubulnieks
Group Director
Phone: +46 8 534 71 147, +46 722 065 036 | Fax:
+46 8 646 26 30
Email: anders.kubulnieks@alfamoving.se
Address: Kumla Gårdsväg 22, SE-
145 63 Norsborg/Stockholm,
Sweden

4) Aspire Mobility AB
Contact: Roger Ledin / International Services
Tumstocksvägen 14
SE-187 66 Täby
Sweden
+46 – 8 771-3030
roger.ledin@aspiremobility.com

ITGBL Local Agents

Country: Switzerland

Post: Bern

Bureau: EUR

Local Agents:

1) Packimpex AG
Brunnmattstrasse 5
3174 Thorishaus, Switzerland
POC:Natacha Roth
Tel: 0041 31 357 72 73
Email: m.calabrese@packimpex.ch

2) Keller Swiss Group
Reinacherstrasse 121-127
Postfach
4018 Basel
Switzerland
POC: Edwin Ooms, Chief Operating Officer, mail:
edwin.ooms@kellerswissgroup.com
phone: 0041 (0)61 337 1023
fax: 0041 (0)61 337 1030

Post: Geneva

Bureau: EUR

Local Agents:

1) Interdean
Chemin Grenet 18
1214 Vernier - Geneve, Switzerland
POC: Ms.Laurence Eyer
Tel: 41 22 939 1021
Email: laurence.Eyer@interdean.com

2) Harsch Transports S.A.
10. rue Baylon
1227 Carouge - Geneve, Switzerland
POC: Mr. Spiros Doulis
Tel: 41 22 300-4300
Email: spiros.doulis@harsch.ch

ITGBL Local Agents

Country: Syria

Post: Damascus

Bureau: NEA

Local Agents:

2) Housami International
Transport and Clearance
Abou Shaer Building, PO Box 11523
Damascus - Free Zone, Syria
POC:--Mr. Wassim Housami, Owner
Email: wassim@housami.net.
Tel: 963 11 2127050
Fax: 963 11 212 7084
--Mr. Francisco Maddi
Commerical Manager
Tel: 963 11 2127050
Fax: 963 11 212 7084
f.maddi@housami.net
** bonded facility **

1) Nazha and Darwish Ltd.
Free Zone - Inana Building - 1st floor
P.O. Box 2484
Damascus, Syria
POC: Mr. Samer Darwish,
General Manager
Email: samer@nazhagroup.com
Tel: 96311 211 1870 x102
--Mrs. Sueli Montilha,
Services Manager
Darwish; x138 Montilha; x108
Email: smontilha@nazhagroup.com/

3)Nazha Travel, Tourism and Freight
(DHL Global Agent)
Victoria Bridge, Sabbagh Building,
PO Box 2170
Damascus, Syria
POC: Mr. Majid Nazha,
Commercial Director
Email: majid.nazha@nazhaco.com
Tel: 963 11 222 18 57/ 245 02 35
Cell: 963 933 232 414 (Mobile)
--Mr. Alaa Al Fares,
Vice Commercial Director
Tel: 963 11 222 18 57/245 02 35
Fax: 963 11 224 39 33
Cell: 963 933 814 822

ITGBL Local Agents

Country: Taiwan

Post: Kaohsiung

Bureau: EAP

Local Agents:

2) Santa Fe Relocation Services
Jim Hill
General Manager
13F-4, No. 141, Keelung Rd. Sec. 1,
Taipei, Taiwan
Tel: (886) 22749-4420 ext.102
Fax: (886) 22749-4039, Mob: (886) 92073-3344
E-mail: jim.hill@santaferelo.com.tw

1) President Van Lines, Ltd.
Robert Ho
General Manager
7F-2, No. 100
Lin Shen N. Rd,
Taipei, Taiwan
Tel: 886-2-2541-2163
Fax: 886-2-2511-6479
E-mail: info@pvl.com.tw

3) Tiger Sun
Assistant Manager
Crown Van Lines, Ltd.
4F-4, No. 165,
Min Sheng E. Rd, Sec. 5,
Taipei, Taiwan
Tel: 886-2-2762-2500, X: 248
Fax: 886-2-2761-2378
E-mail: mover@crownv.com

Post: Taipei

Bureau: EAP

Local Agents:

2) Crown Van Lines, Ltd.
4F-4, No. 165
Min Sheng East Road, Section 5
Taipei, Taiwan 105
POC: Tiger Sun, Assistant Manager
Tel: 886-2-2762-2500 x248 Fax: 886-
2-2761-2378 Email: mover@crownv.com

1) President Van Lines, Ltd.
7F-2, No. 100
Lin Shen North Road
Taipei, Taiwan 104
POC: Robert Ho, President
Tel: 886-2-2541-2163
Fax: 886-2-2511-6479
Email: info@pvl.com.tw

3) Asian Tigers K.C. Dat Ltd. Taiwan Branch
3F, No. 170
Chung Shan N Road, Sec 2
Taipei, Taiwan
POC: Dan Tattersfield
Tel: 886-2-2592-3899
Cell: 886-937-187-067
Fax: 886-2-2592-3155
Email: dan.tattersfield@asiantigers-taiwan.com
inbound@asiantigers-taiwan.com
outbound@asiantigers-taiwan.com
sales@asiantigers-taiwan.com
Website: www.asiantigersgroup.com

ITGBL Local Agents

Country: Tajikistan

Post: Dushanbe

Bureau: SCA

Local Agents:

2) Globalink Logistics Group Ltd.
First Residential Road of Lokhuti Str, house 18/1
Dushanbe, Tajikistan
POC: Behruz Zaynulloyev or Diana Kurenkeeva
Tel: 992 37 221 77 90; 221 77 67
Cell: 992 918 61 66 02 (Zaynulloyev)
Email: B.Zaynulloyev@globalinkllc.com
Email: D.Kurenkeeva@globalinkllc.com

1) AES Cargo/Move One Relocations
6, Ismoil Somoni Avenue, Apt 69
Dushanbe, Tajikistan
POC: David OConnor, Regional Manager, Sean
Kosa, Operations Manager, Nurova Tahmina,
Country Manager
Tel: (992) 37 224 0067
Cell: (992) 9186113 66 (Tahmina) Cell: (992)
918267656 (David)
(992) 918 412298
Email: tajikistan@moveonerelo.com
Email: david.oconnor@moveonerelo.com
Email: tahmina.nurova@moveone.info
sean.kosa@moveonerelo.com
Website: www.aescargo.com;
www.moveonerelo.com

3) Gosselin Caucas & Central Asia
Dushanbe, Tajikistan
POC: Pim Sterck/ Coordinator Central Asia
Umarov Zafar/ Manager at Tajikistan office
Cell: 998 (90) 1866233, 32(0)475716589,
992911119999
Email: Pims@uzbekistan.gosselingroup.eu,
Zafar.Umarov@gmail.com
Web: www.Gosselingroup.eu

ITGBL Local Agents

Country: Tanzania

Post: Dar Es Salaam

Bureau: AF

Local Agents:

4) Teddy Junior Ltd
6th Floor NSSF Nyerere Tower
Bibi Titi & Morogoro Rd
P.O.Box 77063
Dar es Salaam, Tanzania
POC: Elijoni Dube
Cell# 774 004 000
Email: operations@teddyjnr.com

1) Transpac Logistics (T) Limited
Bandari Street Plot 5,
(Premier Agencies bld) Kurasini,
P.O. Box 70448 Dar es
Salaam, Tanzania.
TEL. +255 22 2133923
CELL:+255 784 461118
FAX. +255 22 2133924
EMAIL: tlogistic@gmail.com
POC: Mathias Mollel

6) Ruru Company LTD|
3rd Flr, GMC Heights|Off Nyerere Rd
P. O. Box 80333|Dar es Salaam, Tanzania.
T:+255 22 213205|M:+255 754 995566|+255 715
995566|www.rurutz.com.
POC: Lambaji Madai|Managing Associate

3) Worldwide Movers (T) Ltd.
P.O.Box 2486
Dar Es Salaam, Tanzania
Tel. 255-22-277-2631
Fax. 255-22-2775948
wwmtz@wwm.co.tz
www.worldwidemoversafrica.com
POC: Bill Beutin
POC: Damas Bayanga
Cell 0784 222 100
Email:
damas.bayanga@wwm.co.tz

5) CMTL Logistics Manager
P O Box 79910
Dar Es Salaam, Tanzania.
Office Tel: +255 22 2171203
Cell: +255 754 627 888 or +255
782 555 238 Office Mob: +255
756 757 575
Fax: +255 22 2171202
E-mail: Swai@cmtl.co.tz
Att:Frederick Swai

7) AGS Frasers International Tanzania
Tel : +255 (0)22 278 01 05
Cel : +255 (0) 754 781 467
E-mail : manager-tanzania@agsmovers.com
Skype : ags.tanzanie.manager
Google Map
Philippe DUCLOS
Managing Director
www.agsmovers.com

2) Lumen Freight and Logistics Ltd
Samora Avenue, Plot No. 2291/120
P.O.Box 80296
Dar es Salaam, Tanzania
Mobile: + 255 0767 004 402
Fax: + 255 22245 1449
Email: lumlogistics@gmail.com
POC: Filbert Hyera

ITGBL Local Agents

Country: Thailand

Post: Bangkok

Bureau: EAP

Local Agents:

1) Omega Logistics 555/10 nirvana-
Sukhumvit 77, Onnuch Road, Pravet
Bangkok 10250 Thailand
Tel: (662) 328 6707-10 Fax: (662)
328 6711
POC: Ms. Chayanee Sookakotu
E-mail: dao@omega-movers.com

5) Santa Fe (Thailand) Co., Ltd.
207 Soi Saeng Uthai, Sukhumvit 50 Road
Prakanong, Klongtoey
Bangkok 10110 Thailand
POC: Mr. Thomas Donatelli or Mr. Vibool
Puntumkhul
Tel: 662 742 9890-2, 4
Fax: 662 741 4089
Email: Thomas.donatelli@santafe.co.th;
vibool@santafe.co.th

4) AGS Four Winds International Moving Ltd.
55 Bio House Building, 5th Floor
Sol Prompong, Sukhumvit Soi 39
Klongton-nua, Wattana, Bangkok 10110
POC: Nick Chomont, Country Director
POC: Irin Songpreeda, Operations Manager
Tel: 02 662 7880
Fax: 02 662 7559
Email: enquiries-thailand@agsfourwinds.com
Website: www.agsfourwinds.com

2) Asian Tigers Transpo International, Ltd.
3388/74-77 Rama IV Road
Klongton, Klongtoey
Bangkok 10110 Thailand
POC: Preeya Cha-onpoj
Tel: (662) 687-7888
Email: info@asiantigers-thailand.com or
waraya.s@asiantigers-thailand.com

3) JVK International Movers Ltd.
222 Krungthep Kreetha Road
Bangkok 10240
Thailand
Tel: 662-379-4646
Fax: 662-379-5050
E-mail: thailand@jvkmovers.com
POC: Ms. Orawan Voranij
Tel: (662) 379-4646
email: orawan@jvkmovers.com

ITGBL Local Agents

Post: Chiang Mai

Bureau: EAP

Local Agents:

3) JVK International Movers Ltd.
222 Krungthep Kreetha Road
Huamark, Bankapi
Bangkok 10240 Thailand
POC: Ms. Orawan Voranij
Tel: (662) 379-4646
email: orawan@jbkmovers.com

1) Omega Logistics Company, Ltd.
116/80 Nonsee Road, Chong-Nonsee
Yanawa, Bangkok 10120 Thailand
POC: Ms. Chayanee Sookakotu
Tel: (662) 295-2801
Email: service@asiaaccess.net.th

2) Asian Tigers Transpo International, Ltd.
3388/74-77 Rama IV Road
Klongton, Klongtoey
Bangkok 10110 Thailand
POC: Preeya Cha-onpoj
Tel: (662) 687-7888
Email: info@asiantigers-thailand.com

Country: Togo

Post: Lome

Bureau: AF

Local Agents:

1) AGS - Togo
89 Blvd. du Mono
BP 12403
Lome, Togo
POC: Annie Bourgeois
Tel: 228 221-1197
Fax: 228 221-3943
Email: agstogo@cafe.tg

2) Kolta Demenagement International
546 Rue No. 12, Tokoin Wuiti
BP 31183
Lome, Togo
POC: Jean Tsogbe
Tel/Fax: 228 226-1281
Email: koltatogo@hotmail.com

3) DHL Togo
1578 Blvd. du 13 Janvier
BP 4202
Lome, Togo
POC: Kossi Naba Amegbleame, Medoune Diop,
Josiane Ejue
Tel: 228 221-6725 / 223-2804
Fax: 228 221-7424
Email: josiane.Ekue@dhl.com

ITGBL Local Agents

Country: Trinidad

Post: Port of Spain

Bureau: WHA

Local Agents:

2) Trinidad Removers and Forwarders Limited
Boundary Road
San Juan, Trinidad
POC: Mr. Peter Acham
Tel: 868 674-6444
Cell: 868 685-3226
Email: trfl@tstt.net.tt

1) Henderson Shipping Service
Fernandes Industrial Centre
Eastern Main Road
Laventille, Trinidad, West Indies
POC: Mr. Rolf Nathaniel
Tel: 868 625-6331 or 868 623-4167
Cell: 868 678-7225
Email: crate@tstt.net.tt

3) A.J. Mauitzen & Co. Ltd.
90 Queen Street
Port of Spain, Trinidad
POC: Ms. Tricia Mitchell
Tel: 868 625-3732
Cell: 868 354-3226
Email: ajmauritzen@trinidad.net

Country: Tunisia

Post: Tunis

Bureau: NEA

Local Agents:

2) Olympic Tunisia Import & Export
Address: 27 Bis –Rue Alfrzadk – Cite Alferdaws
L'Aouina 2045 – Tunis, Tunisia
Phone: +216-20-696-021; +216-70-727-510
Fax: +216-70-726-192
E-mail: olympictunisia@ymail.com
POC: Najoua SELMI – General Manager
E-mail: selmin@olympictunisia.com

3) CARTHAGO Moving & Storage
Rue de l'Energie
Zone Industrielle Charguia I
2035 Tunis-Carthage
POC: Mr. Noel SOLER Director
Tel No: 216-71-807-430/ 71-771-896
Fax No: 216-770-095
Email: carthagomovingmanager@planet.tn

1) Déménagements JAF
Address : 4, Rue de la Nouvelle Delhi
1002 Tunis, Tunisia
Phone: 216-71-906-446; 216-20-25-24-25,
Fax: 216-71-908-517
E-mail: demjaf@planet.tn
POC: Anis Moumene – Assistant Manager

ITGBL Local Agents

Country: Turkey

Post: Adana

Bureau: EUR

Local Agents:

ESEN NAKLIYAT
Address: Ceyhan Yolu 12 km No:
400
Incirlik, Adana - Turkey
POC: Kubilay Sahin
Tel: (322) 332 7633
Fax: (322) 332 7692
e-mail:
adana@esenmoving.com.tr ***
*** bonded facility ***

Asya Nakliyat International
Movers
Ceyhan Yolu 12, KM. 01310
Incirlik, Adana, Turkey
POC: Kanat Buyuknisan
Tel: (322) 332 7302
Fax: (322) 332 9865
Email: adn@asyanakliyat.com
bonded facility ***

Istanbul Ekspres Nakliyat ve Ticaret A.S.
Ceyhan Yolu E-5 Karayolu 5 km
Incirlik, Adana, Turkey
□ POC: Yildiray Ayseven
Tel: (322) 3460987
Fax: (322) 3460991
Email: adana.muhassebe@istanbulekspres.com.tr

Post: Ankara

Bureau: EUR

Local Agents:

2) Istanbul Ekspres
1695. Cad(Eski 1.Cad) No.9 06370 Batikent-
Yenimahalle, Ankara, Turkey
POC: Engin Turhan, President; Serdar Potaker
Tel: (312)2782997 Fax:
(312)2782521
Email:
serdar.potaker@istanbulekspres.com.tr
** Bonded Facility**

3) Esen Nakliyat
Cetin Emec Bul. 8 Cad. No. 10/18
06450 A. Oveciler, Ankara, Turkey
POC: Saadettin Kayabasi, President
Tel: 90 312 472 2090
Email: esen@esenmoving.com.tr
Website: www.esenmoving.com.tr **Bonded
Facility**

1) Asya Nakliyat
Ataturk Bulvari No. 127 Kat 2
06640 Bakanliklar, Ankara, Turkey
POC: Ilhan Suntay, General Manager
Tel: 90 312 417 4184
Email: ank@asyanakliyat.com
Website: www.asyanakliyat.com **Bonded
Facility**

ITGBL Local Agents

Post: Istanbul

Bureau: EUR

Local Agents:

4) Bergen International Movers
Kore Sehitleri Cad. Kaya Aldigan
Sok. 3/6
Zincirlikuyu, Istanbul, Turkey
POC: Jan Lichtenberg or Gerrit
Lichtenberg
Tel: 90 212 275 1531
Fax: 90 212 243 2574
Email: Bergen@superonline.com

5) Esen International Transport and Trade Co.
Inonu Cad. Dumen Sok. Mutlu Apt.
No:7/5 Taksim/Istanbul
POC: Ercan Kayabasi and Suleyman Ozcan
Tel: 90 212 293 29 37
Fax: 90 212 293 29 31
istanbul@esenmoving.com.tr
www.esenmoving.com.tr

2) SunExpress INTERNATIONAL MOVERS
Icerenkoy Mah Ispirli Canip Sk
No : 23 / A Elif Ap ATASEHIR
ISTANBUL / TURKEY
POC: Arif Yildirim
Phone: 90 216 469 9663
Cell: 90 532 357 8900
www.sunexpressmovers.com
arif@sunexpressmovers.com

1) Asya Nakliyat
Inonu Cad., Mithat Pasa Apt. 92-
94, Kat 1 D 1
Gumussuyu 34427, Istanbul,
Turkey
POC: Ebru Demirel
Tel: 90 212 243 65 10
Email: ebru@asyanakliyat.com.tr

3) Istanbul Express
POC: Ersin Turhan
ISTANBUL EKSPRES International Movers
TURKEY
e-mail: ersin.turhan@istanbulekspres.com.tr
T. 90-212-217 49 68
F. 90-212-217 49 67

ITGBL Local Agents

Country: Turkmenistan

Post: Ashgabat

Bureau: SCA

Local Agents:

4) GLOBALINK
Transportation & Logistics Worldwide Company
POC: Leily Dzhepbayrova International Business
Center, 2nd Floor
Tel/Fax: +993 12 46 14 26/27
Cell: +993 64 06 31 75
l.dzhepbayrova@globalinkllc.com
INCOMING/OUTGOING

2) INTERDEAN GROUP
INTERNATIONAL RELOCATION
POC: Victor Salov
A.Niyazov ave., 122 B
Tel: +993 12 43 18 33/44
Fax: +993 12 43 18 44
Cell: +993 60 20 81 08
victor.salov@interdean.com
INCOMING/OUTGOING

5) M&M Militzer & Münch Turkmenistan Ltd.
POC: Serdar Ashirov
Turkmenbashi St., 54, Business center "Yimpash",
office 501 A,
744017 Ashgabat, Turkmenistan
Tel: +993 12 45 60 94, 45 01 07
Fax: +993 12 45 60 91
Mob: +993 65 69 25 54
Email: serdar.ashirov@mumnet.com
Web: www.mumnet.com; www.mumnet.tm
***Incoming Only

3) MOVE ONE
LOGISTICS / RELOCATIONS
POC: Maxim Atamuradov Former
Karbysheva Street, 41A
Tel: +993 12 28 76 30
Fax: +993 12 28 69 95
Cell: +993 65 53 75 35
maxim.atamuradov@moveoneinc.com
INCOMING ONLY

1) GOSSELINE GROUP Turkmenbashi ave.,
2,15B
POC: Elena Ter-Semyonova
Tel/Fax: +993 12 39 41 89
Cell: +993 65 81 49 83
elenets@turkmenistan.gosselinggroup.eu
INCOMING/OUTGOING

ITGBL Local Agents

Country: Uganda

Post: Kampala

Bureau: AF

Local Agents:

1) Global Freight Logistics, Ltd. *
Markfirst House
Jomo Kenyatta International Airport
POB 45787; GPO 00100
Nairobi, Kenya
POC: Mr. Arbi Musanni, Managing Director
Tel: 254 20 8277777 or 822238/723
Fax: 254 20 822722/170 Email:
arbimussani@globalfreight.co.ke
Email: info@globalfreight.co.ke
* for all sea freight US-Mombasa port for transit to
Kampala

2) AGS Frasers International Removals Uganda
Ltd. *
Plot 59b, 7th St. Industrial Area
POB 7792
Kampala, Uganda
POC: Mr. Jean Francois Philippon-Bue, Managing
Director
Tel: 256 414 348337 or 254 712 782349
Fax: 256 414 348338
Email: info@ags-frasers-uganda.co.ug
Email: direction-uganda@agsmovers.com
* for all air freight to Entebbe

3) SDV Transami Uganda, Plot No: M611, Ntinda
Road,
P.O. Box 5501, Kampala, Uganda. Telephone:
+256 414 336000
POC: Mr. Nicolas Rigal, Manager, Air and Sea
freight.
Telephone; +256 752 722114.
Email: nicolas.rigal@bollore.com

4) Threeways Shipping Services (group) Ltd, Plot
87 Jinja Road,
P.O. Box 12028, Kampala, Uganda. Telephone:
+256 414 258780/7
POC: Ronald Kanyerezi, Manager-Projects, quality
and Strategy or Jeff D. Baitwa, Group Managing
director
Email: rkanyerezi@threewaysshipping.com or
jbbaitwa@threewaysshipping.com

ITGBL Local Agents

Country: Ukraine

Post: Kyiv

Bureau: EUR

Local Agents:

4) The Compass Worldwide Movers
35 Predslavinska St. Build 21, off. 317
03150 Kyiv Ukraine
POC: Alexei Swishev, General Manager
E-mail: Alexei@compasswm.kiev.ua
Tel: 380-44-501-6182
Cell: 380-67-466-3095
POC2: Helen Polyanska
Tel: 380-44-501-6182
Cell: 380-66-280-4905
E-mail: Elena@compasswm.kiev.ua ,
mover@compasswm.kiev.ua

1) THE EURODEAN INTL MOVERS
37 Dovbusha St.
02092 Kyiv Ukraine
POC: Oleksiy Kotsyurba, Manager General
Tel: 380-44-576-6338, 576-7371, 576-8601
Cell: 380-67-465-5493
E-mail: O.Kotsyurba@eurodean.ua
POC2: Sergey Gusarov, Operations Manager
Tel: 380-44-576-6338, 576-7371, 576-8601
Cell: 380-67-323-2369
E-mail: s.gusarov@eurodean.ua

2) THE INTERDEAN-UKRAINE
8 Raisy Okipnoyi St.
02002 Kiev, Ukraine
POC: Marina Chornokozha, General Manager
Tel: 380-44-576-7370
Cell: 380-67-658-1012
E-mail: Marina.Chornokozha@interdean.com
POC2: Marina Kazachinska, Operations Manager
Tel: 380-44-576-7370, 569-0652
Cell: 380-67-224-4972
Email: Marina.Kazachinskaya@interdean.com
Website: www.interdean.com

3) The Kimet Plus Ltd.
10 Starokyivska Street
04116 Kyiv, Ukraine
POC: Alexander Pakharenko, General Manager
Tel: 380-44-236-6177, 483-2420; 483-2461
Cell: 380-50-386-4346
POC2: George Pakharenko, Operations Manager
Tel: 380-44-236-6177, 483-2420; 483-2461
Cell: 380-50-412-2235
E-mail: kimet@merlin.net.ua

ITGBL Local Agents

Country: United Arab Emirates

Post: Abu Dhabi

Bureau: NEA

Local Agents:

3) Crown Relocations LLC
PO Box 44669
Abu Dhabi, United Arab Emirates
POC: Paul Retchless
Tel: 971-2-6733-076
Fax: 971-2-6733-108
Email: prechless@crownrelo.com

1) National Shipping Gulf Agency Co. (Abu Dhabi)
Ltd. L.L.C..
P.O. Box 377
Abu Dhabi
United Arab Emirates
POC: Frederic Julien
Manager, International Moving
Tel: 971 2 673 05 00
Fax: 971 2 673 13 28
Email: frederic.julien@gac.com;
moving.abudhabi@gac.com Website :
www.gac.com

2) Inchcape Shipping Services
2-3 Floor, Ahmed Al Hameli Bldg.
Muroor Road, P.O. Box 247
Abu Dhabi, United Arab Emirates
POC: Mr. Joseph John
Tel: 971-2-4081-567
Fax: 971-2-4467-107
Email: joseph.john@iss-shipping.com

ITGBL Local Agents

Post: Dubai

Bureau: NEA

Local Agents:

5) ISS Worldwide Movers
A Division of Inchcape Shipping Services
P.O. Box 33166
Dubai, U.A.E.
POC: Amos Miller
Business Development Manager
Tel: +971 4 303 8645 - Direct
Fax: +971 4 334 4853
Mob: +971 50 4557251
Email: Amos.Miller@iss-shipping.com
Website: www.iss-shipping.com

6) Move One Relocations
U-Bora Office Tower, 40th Floor,
P. O. Box 85579
Business Bay, Dubai, U.A.E.
Office: +971 4 438 5300 - ext.5304
Mobile: +971 55 104 7446
POC : Mr. Gjorgji Milenkovski
e-mail: gjorgji.milenkovski@moveoneinc.com
Skype : mo_gjorgji.milenkovski
**inbound shipments only

4) Gulf Agency Company (Dubai) LLC
PO Box 17041, Jebel Ali Free Zone
Dubai, United Arab Emirates
POC: Nigel Lowe
Manager - International Moving
Tel: 971 4 881 8090
Fax: 971 4 805 9342
Dir : 971 4 805 9343
Email: nigel.lowe@gac.com
Website: www.gac.com

1) AGS Worldwide Movers
PO Box 27049
Dubai, United Arab Emirates
POC: Mr. Zia Husain, Managing Director
Tel: +971-4-4541 531
Fax: +971-4-4541 532
Mobile: +971-55-2029 112
Email: Zia.husain@agsmovers.com
Web-site: www.agsmovers.com

3) Crown Relocations LLC
PO Box 51773
Dubai, United Arab Emirates
POC: Donna D'Souza
Tel : 971-4-2310546 (Direct)
Tel: 971-4-8955152 (Trunk) ext 546
Fax: 971-4-2896263
Cell: 971-50-554 5002
Email: ddsouza@crownrelo.com
Website: www.crownrelo.com
* inbound/outbound *

2) National Shipping Gulf Agency Co. (Abu Dhabi)
Ltd. LLC. ***
P.O. Box 377
Plot 211, Mina Zayed Freeport Area
Abu Dhabi, U.A.E.
POC: Fredric Julien
Tel: 971-2-6730-500
Cell: 97150 2201418
Fax: 971-2-6731-328
Email: fredric.julien@gac.com
Web-site: www.gac.com
*** outbound only ***

ITGBL Local Agents

Country: United Kingdom

Post: *Belfast*

Bureau: EUR

Local Agents:

See agents for London

Post: *Edinburgh*

Bureau: EUR

Local Agents:

See agents for London.

ITGBL Local Agents

Post: London

Bureau: EUR

Local Agents:

6)AGS Fourwinds
Unit 1
Trade City Business Park
Cowley Hill Road
Uxbridge, UB8 2DB
Leanne East
leanne.east@agsfourwinds.com
Direct number: 01895 201 577
Fax: 01895-201581
** bonded facility **

9) Irish Relocation Services
Jason Crane - Account Manager
12 Westbank Road, Belfast, BT3 9JL
t: +44 (0) 28 9078 1218
f: +44 (0) 28 9078 1728
m: +44 (0) 7501 507181
w: www.irishrelo.com

4) Elite Moving Systems Ltd.
Nucleus 2, Central Way
Park Royal, London NW10 7XT
POC: Tom Moore (Operations Manager)
Tel: 44 020 8963 1114
Fax: 44 020 8965 4166
Email: tmoore@ems-move.com
Web: www.elitemovings.com

3) UniGroup Worldwide UTS Bournes
UTS Bournes
Harbour Road
Rye, East Sussex TN31 7TE
Wesley Bourne
Phone: 01797 228000
Email: wesleybourne@uts-bournes.co.uk

5) BTR International
Breachwood House
Camford Way
Luton
Bedfordshire LU3 3AN
POC: Samantha Clift
Tel: 44 (0) 1582 495495
Fax: 44 (0) 1582 495496
Email: Samantha@breachwoodremovals.co.uk

8) Interdean Group, LTd.
Central Way, Park Royal
London NW107XW
POC: Anne Tully
Tel: 44 0 209-963-2540 Fax: 44 0
208 961 9583
Email: Ann.tully@interdean.com Website:
www.interdean.com

1) Harrow Green
Mallard House
402 Roding Lane South
Woodford Green, Essex IG88EY
Tel: (44) (0) 208 551 9188
Fax: (44) (0) 208 551 9199
POC: Steve Wilkins
Email: steview@harrowgreen.com

2)Arrowpak International Movers, Ltd.
Sherwood House
Norwood Road
Brandon, Suffolk IP27 0PB
POC: Terry Cobbin
Tel: 01842 816316
Fax: 01842 816328
Email: sales@arrowpak.co.uk
Website: www.arrowpak.co.uk

ITGBL Local Agents

7) Arrowdene Moving and Storage
32 Howlett Way
Thetford
Norfolk IP24 1HZ, United Kingdom
POC: Simon Long
Tel: 44 (0) 1842 753411
Fax: 44 (0) 1842 754574
Email: simon@arrowdene.co.uk ** bonded facility **

Country: Uruguay

Post: Montevideo

Bureau: WHA

Local Agents:

2) IMB MUDANZAS INTERMOVE
ADDRESS: FELIX OLMEDO 3568
POC MARTIN BARRANDEGUY
PHONE: 598 2309-7877
EMAIL: martin@imb.com.uy

1) Autogiro Campos Hnos.
Pozos del Rey 1379
POC: Carlos Campos
Tel: 598 2924 1577
Fax 598 2924 1682
Email: cecampos@autogiro.com.uy

3) URUVAN
Marsella 2769
POC: Maria Jose Albarracin
Tel: 598 2208 2627
Email: mariajosealbarracin@uruvan.com.uy

Country: USA

Post: DA_DC

Bureau: USA

Local Agents:

Post: VPCBA

Bureau: USA

Local Agents:

ITGBL Local Agents

Country: Uzbekistan

Post: Tashkent

Bureau: SCA

Local Agents:

3) Move One Logistics, LLC
46B, 4th Driveway, Halqobod
Yunusobod District
Tashkent 100084
POC: Atabek Alimdjanov, Manager
Email: atabek.alimdjanov@moveoneinc.com
Tel: +998-71-235-1843
Cel: +998-90-998-0877

2) Gosselin Caucasus & Central Asia
Yakkasaray District
Bolshaya Mirobadskaya Str., #33
Tashkent, Uzbekistan
POC: Pim Rottiers, Coordinator for Central Aisa
POC: Fayzulin Farid, Assistant to Manager
Tel: 99871 3678329
Email: pimr@uzbekistan.gosselinwvm.com
Email: normad@silkroad.bcc.com.uz

1) Globalink Caspian
47, 6-Proezd
Abdulla Kahhara Str.
Tashkent, 700025 Uzbekistan
POC: Olga Vinogradova or Vlada Pershina
Tel: 99871 3614084/85/86; 3613865
Email: O.Vinogradova@globalinkllc.com
Email: v.pershina@globalinkllc.com

Country: Venezuela

Post: Caracas

Bureau: WHA

Local Agents:

3) Clover Internacional, C.A.
Av. Luis de Camoens,
Edif. Centro Clover Piso 3,
Zona Industrial La Trinidad, Caracas
Contact: Tania Tomadin
Email: tania.tomadin@clovergroup.com.ve
Tif. (0212) 903.12.86
Cel (0424) 258.86.17
www.clovergroup.com

2) Equixpress, CA
Calle 3-B Esquina con calle 1-1 Edif. Danni-Rossi,
Mezzanina
Zona Industrial La Urbina Sur.
Caracas, Venezuela
POC: Elena I. Mari
Tel: 58-212-2425580
Fax: 58-212-2425641
Cell: 58-416-6228169
Email: xpress@equixpress.com

1) Mudanzas Internacionales Global
Calle Las Tinajas, Edif. Global
El Llanito 1050
P.O. Box 51554
Caracas, Venezuela
POC: Juerg Degenmann
Tel: 58-212-2571923 / 257-0050
Fax: 58-212-256-0052
Email: management@miglobal.com

ITGBL Local Agents

Country: Vietnam

Post: Hanoi

Bureau: EAP

Local Agents:

1) JVK Indochina Movers (Vietnam) Ltd.
6 To Ngoc Van
Quang An Ward, Tay Ho District
Hanoi, Vietnam
Tel: 844-3826-0334
Fax: 844-3715-0650
E-mail: hanoi.vietnam@jvkasia.com
POC: Andre A-Pan Hurel, Branch Manager
Tel: 84-4-8260334
Fax: 84-4-7150650
Email: andre.hurel@jvkasia.com
Email: hanoi.vietnam@jvkmovers.com
www. Jvkasia.com

4) Allied Pickfords Movers
8 Cat Linh Street
Dong Da District
Hanoi, Vietnam
POC: David Whitehead, Branch Manager
Tel: 84-4- 62752824, cell
84976750644 Fax: 84-
4-62752825
Email:david.whitehead@alliedpickfords.com.vn
Website-
<http://vn.alliedpickfords.com>

2) Royal International Movers
Suie 1106, 11th floor, ICC BLDG.
71 Nguyen Chi Thanh Street
Hanoi, Vietnam
POC: Mr. Tran Ngoc Minh
Tel: 84-4-39425999, 0903412513 cell
Fax: 84-4-39426000
Email: Info@rim-vietnam.com or Rim@fpt.vn
** bonded facility **

5) Crown Relocations Hanoi
75 Trang Thi
Hoan Kiem district
Hanoi, Vietnam
POC: Dan Slaughter
Tel: 84 4 3936 6741/42/43
Fax: 84 4 3936 6740
POC: Nicolas Perez, Branch Manager Email:
nperez@crownrelo.com
www.crownrelo.com

3) Asian Tigers Transpo International (Vietnam) Ltd.
Inland Custom Depot Area (ICD)
Pham Hung Road, My Dinh, Tu Liem District
Hanoi, Vietnam
POC: Mr. Pascal Jore, Director
Tel: (844) 3768 5882
Fax: (844) 3768 5884
Cell: (844) 904 903 989
Email: pascal.jore@asiantigers-vietnam.com
Email: info.hanoi@asiantigers-vietnam.com
Website: www.AsianTigersGroup.com

ITGBL Local Agents

Post: Ho Chi Minh City

Bureau: EAP

Local Agents:

4) Saigon Van International Relocations
Contact: Kim Ngoc, Director
No. 2 Street, Dong An Industrial Park, Thuan An District
Binh Duong Province, Vietnam
Tel: (84-0650) 376-6861
Fax: (84-0650) 376-6863
Cell: (84) 903-944-119
Email: kim@saigonvan.com or sales@saigonvan.com
Website: www.saigonvan.com

6) Vinatrans Int'l Freight Forwarders ***
Contact: Ms. Luong Thi Ngo - Deputy Manager
406 Nguyen Tat Thanh Street, District 4
Ho Chi Minh city, Vietnam
Tel: (848) 3941-4919
Fax: (848) 3940-4770
Email: logistics-gh@vinatrans.com.vn or luong-nt@vinatrans.com.vn
Website: www.vinatrans.com
*** : preferred to handle inbound shipment of office supplies only

2) Asian Tigers Transpo International (Vietnam)
9th Floor, Unit 9.3, REE Tower
9 Doan Van Bo Street
Ward 12, District 4
Ho Chi Minh City, Vietnam
Tel: +84 8 3826 7799
Fax: +84 8 3826 4041
Contact: Matt King, Director
Cell: (84) 903-339-092
Email: matt.king@asiantigers-vietnam.com
Website: www.asiantigersgroup.com

3) Crown Relocations
Contact: Jamie Rossall, Country Manager
48A Huynh Man Dat Street
Ward 19, Binh Thanh District
Ho Chi Minh City, Viet Nam
Tel: (848) 3840-4237
Fax: (848) 3840-4157
Cell: (84) 903-450-901
Email: jrossall@crownrelo.com
Website: www.crownrelo.com

1) Allied Pickfords
Contact: Kevin Hamilton, Country Manager
Satra Dong Khoi, 2nd floor,
58 Dong Khoi Street, District 1
Ho Chi Minh City, Viet Nam
Tel: (848) 3823-3454
Fax: (848) 3823-9201
Cell: (84) 1225-141-848
Email: kevin.hamilton@alliedpickfords.com.vn
Website: www.alliedpickfords.com

ITGBL Local Agents

Country: Yemen

Post: Sanaa

Bureau: NEA

Local Agents:

3) Five Star Logistics Co LTD
P.O.Box.19847
Sana'a, Republic Of Yemen.
Telephone: 00967-1-450238 /239 Fax: 00967-1450894
Email: info@fstarlogistics.com
General Manager: Mr. Arshad Ali Bajwa
Mobile: 00967-771717646 / 00967 - 734699777

1) Marib Travel & Tourism (Cargo Division)
P.O. Box 161
Sana'a, Republic Of Yemen.
Telephone: 00-967-1-441 109 or 00-967-441-126
Fax: 00-967-440-733
Email: cargo@marib-tours.com
General Manager: Mr. Waleed Al -Khayat
Cell phone #: +967 73322-2079

2) GAS Aviation Services
P.O. Box 12519,
Sana'a, Republic Of Yemen.
Telephone: +967 1 412318 (15lines) Fax: +967 1 417067
Email: baz-grp@y.net.ye
General Manager: Mr. Khaled Bazara
Cell phone #: +967 71173-0800

Country: Zambia

Post: Lusaka

Bureau: AF

Local Agents:

1) AGS Frasers International Removals Zambia
Plot 7242 Mukatasha Road
P.O. Box 37921
Lusaka, Zambia
POC: Mr. Kim Leneveu
Tel: 260 211 286666 / 905
Fax: 260 211 286656
Cell: 260 977 866 866
Email: manager@agsfrasers.com.zm

3) Worldwide Movers Zambia
P.O. Box 30972
Plot 7205 Kachidza Road
Light Industrial Area
Lusaka, Zambia
Tel/Fax: 287419 / 288005
Cell: 0977 854345
Contact Person: Aggie Chanda or Deborah Watson
wmmzm@iconnect.zm

2) Stuttafords Zambia Limited
Stand No. 3505, Chaka Road off Lumumba Road,
Buseko Area
POBox 30336
Lusaka, Zambia
POC: Mr. Godfrey M. Mufaya, Country Manager
Tel: 260 211 240 412/ 413
Fax: 260 211 240 410
Cell: 260 955 772 044
Email: admin@stuttafords.co.zm

ITGBL Local Agents

Country: Zimbabwe

Post: Harare

Bureau: AF

Local Agents:

1) Glens Removals and Storage
27 Watts Road
New Ardbennie
Harare, Zimbabwe
POC: Josphat Murape
Tel: 263 4 620 711 -1
Email: jmurape@glens.co.zw ****bonded facility****

2) Bax Global
14 Lisburn Road
Workington
Harare, Zimbabwe
POC: Elizabeth Hayter
Tel: 263 4 753 901-3
Email: ehayter@baxglobal.co.zw ****bonded facility****



EDI for DOS ITGBL Carriers

Current Tender Requirements

See RFO Section 3 reporting requirements.

Terms

- **System Constraints:** This defines what is possible given our current system. Carriers shall work within system constraints to meet reporting requirements.
- **Business Requirement:** Reporting requirement as defined here in the RFO. Carriers shall meet the terms of section 10 for participation in the DOSDC and DOSDD Tenders of Service.

<u>Position</u>	<u>Field</u>	<u>Field Type</u>	<u>Field Length</u>	<u>System Constraints</u>	<u>Business Requirement</u>	<u>Definitions</u>
1	SCAC	Character	4	Required for all rows. Validation of the row in the EDI file will be performed against the SCAC and Work Order combination	ALWAYS REQUIRED	
2	Work Order	Character	10	Required for all rows. Validation of the row in the EDI file will be performed against the SCAC and Work Order combination	ALWAYS REQUIRED	
3	Survey Date	Date	8	Required to enter survey information. Must be less than or equal to Pack Begin Date	Within one Calendar day of the completion of work or the issuance of the work order, whichever is later.	
4	Survey Weight	Number	6	Required to enter survey information	Within one Calendar day of the completion of work or the issuance of the work order, whichever is later.	
5	Actual Pieces	Number	7	Required field if Actual Wt is provided	Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the packout end date.	
6	Actual Gross	Number	6	Required with other Actual measurement values	Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the packout end date.	
7	Actual Net	Number	6	Must be less than or equal to Actual Gross. Not required for UAB and POV shipments	Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the packout end date.	
8	Actual Cube	Number	10	Required with other Actual measurement values	Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the packout end date.	

9	Pack Begin Date	Date	8	This field will be required to enter Actual measurement information for the shipment (Fields 5-8).	Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the packout end date.	
10	Pack End Date	Date	8	This field will be required to enter Actual measurement information for the shipment (Fields 5-8). Must be after Pack Begin Date.	Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the packout end date.	
11	Arrival Date (Delivery End)	Date	8	Must be greater than pack begin and end dates. This is the final delivery of the shipment to the destination	1. must be reported within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or pack-out end date, (whichever is greater) 2. Within Two days after final delivery at residence or Post	This is the ETA date before delivery, when the current date is greater than field 11 it becomes the received date. The carrier shall report this as a future date until the shipment has actually been delivered.
12	Available Delivery Date	Date	8	Cannot be prior to pack end or greater than Arrival Date	Within two days of being within the carriers possession at destination	
13	Origin Agent	Character	30		Within 24 hours of the booking completion	
14	Pre Advise Permission Requested Date (origin)	Date	8		When Known	
15	Pre Advise Permission Granted Date (origin)	Date	8	Cannot be prior to Pre Adv Perm Req Date (origin)	When Known	
16	Destin Agent	Character	30		Within 24 hours of the booking completion	

17	Pre Advise Permission Requested Date (destination)	Date	8		No later than one day after the Packout	
18	Pre Advise Permission Granted Date (destination)	Date	8	Cannot be prior to Pre Adv Perm Requested Date (destination)	Within one day of it being granted	
19	Origin SIT Reason	Character	1	Based on code mapping. Options will range 1-5. Please see Appendix A. If no value is provided - , we will default a value.	Within Two business days of delivery into SIT	
20	Origin SIT In Date	Date	8	Required in order to enter SIT Reason	Within Two business days of delivery into SIT	
21	Origin SIT Out Date	Date	8	SIT Reason and In Date are required in order to enter the Out Date. Cannot be before In Date.	Within Two business days of Pickup from SIT	
22	Destin SIT Reason	Character	1	Based on code mapping. Options will range 1-4. Please see Appendix A. If no value is provided, we will default a reason	Within Two business days of delivery into SIT	
23	Destin SIT In Date	Date	8	Required to enter SIT Reason	Within Two business days of delivery into SIT	
24	Destin SIT Out Date	Date	8	SIT Reason and In Date are required in order to enter the Out Date. Cannot be before In Date.	Within Two business days of Pickup from SIT	
25	Other SIT Reason	Character	1	Based on code mapping. Options will range 1-5. Please see Appendix A. If no value is provided, we will default a value.	Within Two business days of delivery into SIT	
26	Other SIT In Date	Date	8	Required in order to enter SIT Reason	Within Two business days of delivery into SIT	

27	Other SIT Out Date	Date	8	SIT Reason and In Date are required in order to enter the Out Date. Cannot be before In Date.	Within Two business days of Pickup from SIT	
28	Booking #	Character	25		When Known	
29	House BOL	Character	25		When Known	
30	Pro #	Character	30		When Known	
31	Subcontractor	Character	50		Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)	Name of the company performing the work
32	Airway/Master BOL	Character	25		Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)	
33	Terminal Delivery Date	Date	8	Cannot be greater than Depart Date or Vessel Cutoff Date	Within Two Calendar days of happening	
34	Vessel Name	Character	25		Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)	
35	Vessel Cutoff Date	Date	8	Cannot be greater than Depart Date	When Known	

36	Voyage #	Character	15		Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)	
37	Vessel Code/Tail #	Character	12	If this value cannot be provided for security reasons, please leave this value null	When Known	
38	Flag	Character	3	Value must be set to either USA or FFC	Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)	
39	Depart Date	Date	8	This is the depart date for the primary leg – Enroute	Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)	
40	Origin Port	Character	25	For airports, provide the 3 letter airport code. For ocean ports, provide the city name.	Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)	
41	Origin Port Type	Character	1	Will use code to distinguish between air and ocean ports. Code for ocean port = 1. Code for airport = 2. This field is required to enter an Origin Port. – Required	Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)	
42	Origin Terminal/Pier	Character	51		Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)	
43	Arrival Date	Date	8	This is the Arrival date of the primary leg. Cannot be less than Depart Date. – Port	Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)	

44	Destin Port	Character	25	For airports, provide the 3 letter airport code. For ocean ports, provide the city name.	Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)	
45	Destin Port Type	Character	1	Will use code to distinguish between air and ocean ports. Code for ocean port = 1. Code for airport = 2. This field is required to enter a Destin Port.	Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)	
46	Destin Terminal/Pier	Character	51		Within three calendar days for UAB and seven calendar days for HHE, CNS and POV from the permission date granted from post or packout end date, (whichever is greater)	
47	Container Type	Character	4	Value based on code mapping with options 1-11. Required to enter container information. Please see Appendix B.	When Known	
48	Container #	Character	15	Required to enter container information.	When Known	
49	Pieces	Number	7	Required to enter container information.	When Known	
50	Weight	Number	6	Required to enter container information.	When Known	
51	Cube	Number	6	Required to enter container information.	When Known	
52	Seal Number	Character	15	Optional if container information is provided. Cannot be populated unless required container information is provided.	When Known	
53	Seal Date	Date	8	Optional if container information is provided. Cannot be populated unless required container information is provided.	When Known	

Documents sent outside of EDI

- This is a partial listing, requirements of Section 3 and exhibits apply.
- Survey Email - A copy of the pre-move survey must be submitted via email to the booking counselor, the A/LM archive and to the employee within two (2) days from the date of the pre-move survey.
- Missed RDD Justification -
- Foreign Flag Wavier -
- Accessorial Approvals -
- Comments about the shipments– Send an Email to the A/LM Archive in the subject line please put a “Smart Subject Line: Shipment Number, subject of email”
- Over Weight Notification to the counselors – If the shipment is overweight the carrier shall inform the Counselor per RFO 3-5.9.